

# CARMA / NJ

*County Archives and Records Management Association of New Jersey*

*Patrimonium acta nostra*

*"Our records are our heritage"*

## CARMA MEETING MINUTES

The March 7, 2002 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Larry Cella at 10:05 at the State Records Center in Trenton. Our host, Albin Wagner, Bureau Chief of NJ DARM welcomed the group to Trenton.

Ten counties, one municipality, two representatives from the New Jersey Department of State, Division of Archives and Records Management (NJDARM) and one representative from the New Jersey Department of Transportation (NJDOT), Records Management Office were represented.

Christine Healey	Bergen County
Tony Ghaul	Burlington County
Wade Hale	
Gary Dalena	Middlesex County
Jerry Balasze	
Larry Cella	Monmouth County
M. Claire French	
Mark Piazza	
Gary Saretzky	
Ed Small	Morris County
David Mitros	
Armand D'Agostino	
Rich Laycock	Ocean County

*Address correspondence to:*

*Records Manager, Middlesex County Division of Archives & Records Management  
P.O. Box 871, New Brunswick, N.J. 08903-0871*

Gilda Gill Herb Stiles	Salem County
Joseph Meyers	Somerset County
Dona McMillen Jennifer Fuchetti	Sussex County
Albin Wagner Joseph Falca	NJ DARM
Emilie G. Himm	NJ DOT
Jeff Faybeck George Cevasco	Brick Township

President Larry Cella made motion to accept the minutes of the December 6, 2001 meeting. Motion was seconded and approved by the membership. The next meeting date will be May 23 at the Monmouth County Archives and Records Center.

President Cella also presented the Secretary's report for Rita Fulginiti who faxed her report to him. She provided a membership address, phone and fax list for the members to review and correct, if necessary. She also stated the need for stationary and anyone with access to printing is encouraged to contact her in order to obtain letterhead. She also thanked the hosts of today's meeting and the upcoming meeting (see attached).

Treasurer Joseph Meyers presented the Treasurer's Report stating a balance of \$816.69. A motion was made to accept the Treasurer's report, seconded, and approved by the membership.

Vice President Garry Dalina had no report at this time.

Joseph Falca offered a brief report on behalf of NJDARM concerning the passage of the NJ Right to Know Law which Mr. Wagner and Ms. Himm would be speaking about today. He also provided Request and Authorization for Records Disposal forms.

## **Public Records Access Act**

President Larry Cella introduced Albin Wagner, Bureau Chief, NJDARM and Emilie Himm, NJDOT. Mr. Wagner initiated the presentation. The NJ Right to Know Act was approved January 8, 2002 and becomes effective July 8, 2002. Albin distributed copies of P.L. 2001 Chapter 404 the New Jersey Right to Know Law and NJ Executive Orders on Access to Public Records. He also provided statute citations for the law. He stated that the most impact of this legislation concerns the processing of requests for records which must be complied or the agency could be held liable. The law was primarily pushed by the Press Association. He stated that local government must pass local ordinances to supplement this act in regard to access procedures. He summarized the provisions as the following: All public records are open unless specifically exempt by state statutes, legislative resolutions, executive orders, court orders and rules, and federal regulations. Counties need to designate a records custodian much like state statute designates that the Municipal Clerk is the custodian for the municipality. The law provides that a request for records must be complied within 7 working days or an explanation provided why it can not be complied with. There are some inconsistencies in the law, such as allowing a request to be anonymous, but requiring a deposit. A request form can be created in house but must contain certain information (see pages 7 and 8 of the NJ Right to Know Act).

The costs must be stated, but the allowances for costs are vague and NJDARM has requested an opinion from the Attorney General's Office in regard to this. All files of a database and all indices are open public records but not the operational software. If a request is not complied with, fines could result from denial of access.

At this point, President Larry Cella introduced Emilie Himm of NJDOT and provided a brief biographical background.

Ms. Himm stated that this act will constantly test our organizations. Throughout the Department of Transportation, records liaisons are designated and is usually the person who works directly with the records on a daily basis. Eight main points were designated and outlined by the NJDOT Legislative and Policy Group on how to address the ramifications of the law (see attached). The first step is an updated records inventory which

has been completed at this time and matched to a current organizational chart. New records retention schedules will be prepared and submitted for approval by the State Records Committee. NJDOT and a records manager for all of Department and one specifically for the Division of Motor Vehicles. NJDOT also established a records request log. She also outlined three Key Preparatory Tasks.

1. Records Inventory (which will be entered on a database)
2. Determination of what is/isn't a public record
3. Determination of what should/shouldn't be a public record (see attached).

There is also a clause in the law that provided that if a request causes a severe disruption of the office operation it does not have to be complied with.

The Bureau of Vital Statistics stated that they will not provide searches for requests with unclear or vague information. An upcoming Attorney General's Opinion does not favor this.

Events of September 11, 2001 have caused some procedures to be tightened in some areas.

A brief period of questions and answers followed.

### **County Update**

Bergen – Christine Healey stated that her department lost a valuable employee but that this person left them an excellent records inventory to use.

Burlington - Tony Ghaul stated that records destruction is proceeding in the records center and that the practice of only storing records for a department when a record is destroyed is still in effect. Wade Hale stated that all is proceeding well with their Imaging System.

Middlesex – Jerry Balasze provided microfilming statistics and questioned which records should be public and which are confidential. He also questioned the difference between physical custody and ownership. Gary

Dalina stated they will also deal with the loss of a valuable employee in regard to their data entry operation.

Monmouth – Ms. Claire French, County Clerk, Larry Cella, and Saretzky stated that construction is proceeding on a new wing to their records center and Mark Piazza, records center custodian, introduced himself.

Morris – Dave Mitros stated that it has been 10 years since the publication of a book regarding slave manumissions in Morris County. Ed Small stated that the computer system with Iron Mountain Records Center was converted to allow more control over transactions and according to Armand D'Agostino, allows for more direct contact between County Agencies and Iron Mountain.

Ocean – Rich Laycock reported no news at this time.

Salem – Gilda Gill stated that approval of their Imaging System is the priority at this time.

Somerset – Joe Meyers stated that the annual records destruction is in progress.

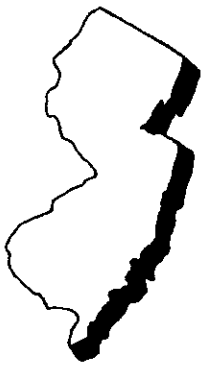
Sussex – Dona McMillen introduced Jennifer Fuchetti, their new vault clerk for their records center.

Brick – Jeff Faybeck and George Cevasco stated that approval for their imaging system is the priority at this time.

President Larry Cella asked for a motion to adjourn which was made, seconded and approved by the membership at 11:55.

Submitted by,

Joseph Falca for Rita Fulgeniti



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**Lawrence J. Cella, *President***  
**Gary Dalina, *Vice President***  
**Rita Marie Fulginiti, *Secretary***  
**Joseph D. Meyers, *Treasurer***  
**Members At Large**  
Richard Laycock  
Gary D. Saretzky

## CARMA/NJ MEETING MINUTES

President Larry Cella called the May 23, 2002 meeting of the County Archives and Records Management Association of New Jersey to order at 10:05 a.m. County Clerk M. Claire French who heads the Monmouth Department of Archives and Records Management was recognized.

Eight counties, two municipalities, two representatives from the New Jersey Department of State Division of Records Management and two guests were present namely:

Christine Healey	Bergen County
Mark Tomko	
Tony Ghaul	Burlington County
Officer Nichelle Stout	
Linda Carr	
Gail Chandlerk	
Rita Fulginiti	Cape May County
Stuart Feldman	Hudson County
Harold Seigel	Mercer County
Gary Dalina	Middlesex County
Jerry Balazse	
Larry Cella	Monmouth County
M. Claire French	
Gary Saretzky	
Ellie Kidd	Salem County

*Monmouth City  
Archives Day  
10/12*

**Address correspondence to:**  
**Mr. Lawrence J. Cella, Monmouth County Records Management**  
**125 Symmes Road, Manalapan, NJ 07726 732-308-3773**

Jeff Fabach  
George Cevalco

Brick Township

Bob Gallagher

Jersey City

Albin Wagner  
Dan Noonan

NJDARM

Guests:

Stephen Mandarano  
*Accurate Document Destruction Inc.*

Glen Forrest  
*Shred It*

Rita Fulginiti made a motion to accept the minutes of the March 7, 2002 meeting taken by Joseph Falca. Jerry Balazse offered a second with membership approval.

In the absence of the Treasurer, President Larry Cella read his written report stating a treasury balance of \$1119.69. Harold Seigel made a motion to approve the Treasurer's Report with a second by Stuart Feldman and membership approval

Self-introductions were made. President Larry Cella announced his upcoming retirement February 28, 2003.

### **NJDARM Report**

Bureau Chief Albin Wagner said there has been progress with the government records council body OPRA but they won't be organized until July 8. Mark Pfeiffer of Department of Community Affairs has been given the job of getting this organized. DARM is working closely with him

Dan Noonan, Electronic Records Coordinator was introduced. His primary responsibility is the handling of the certification of Imaging Processing Systems. He said there are 30+ systems certified throughout the state, most coming from counties. Seven counties have no certification; two counties - Salem and Hunterdon have pending public notices.

Stuart Feldman asked a question on the Open Public Records Access Law - Do agencies have to provide records in the media they request? Albin Wagner said yes, but you may charge them the cost of converting the records to the media requested. There was a discussion on how we can prepare to provide access according to the new law. Public agencies are required to provide access and copies of records - not to do research. Dan Noonan advised the group to go the NJ League of Municipalities website for information about implementing the Open Public Records Access Law. Rita Fulginiti and Claire French led a discussion about recordings that come into the County Clerk's Office with Social Security numbers. There was discussion about the custodians of county records who are to be designated by the Freeholders.

**Vice President Gary Dalina** discussed how local government records managers are getting ready for the Open Public Records Access Law.

**County Updates:**

*Each county and municipality present provided a brief update on the status of records management throughout the state.*

Burlington County – Tony Ghaul reported their Records Center policy to allow one box in storage after one box is removed. The Detention Center there is working on purging records and organizing a Records Management program.

Monmouth County – Gary Saretzky spoke about a disaster recovery project in which they participated. They are working on educating county departments on the proper procedures for record keeping. They are starting a microfilming project on commitments to the detention center and warrants. He invited the group for a tour after lunch.

Hudson County – Stuart Feldman said they continue to destroy records after they have reached their legal retention.

Jersey City – Bob Gallagher asked for suggestions for a project to reformat ledger books.

Bergen County – Chris Healey said they are progressing with the Immigration and Naturalization microfilm records project.

Salem County – Ellie Kidd said the Clerk’s Office is working on a document-imaging project. They are working on a project with tavern licenses, which date back to 1715.

Middlesex County – Jerry Balazse spoke about microfilming; they expect to film over 1000 books this year. Gary Dalina reported they have 20 pallets ready for destruction. They will be implementing records transmittals via email.

Mercer County – Harold Seigel spoke about a purging project for Probation and court records.

Brick Twp. – George Cevasco spoke about their application to get their Imaging Processing system certified.

**Document Destruction Topic**

**Stephen Mandarano of Accurate Document Destruction, Inc.** and **Glen Forrest of Shred It** addressed the group on the destruction of records.

Motions were made by Ellie Kidd and Christine Healey and the meeting was adjourned for lunch and tours of the Monmouth County Archives.



The next meeting is Thursday, September 26 at the State Records Center on Stuyvesant Avenue in Trenton. Joe Klett of the State Archives and Gary Saretzky will speak to CARMA on Responding to Genealogy Requests.

The group was asked for suggestions for future programs.

Respectfully submitted,  
Rita Marie Fulginiti  
Secretary



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**Lawrence J. Cella, *President***  
**Gary Dalina, *Vice President***  
**Rita Marie Fulginiti, *Secretary***  
**Joseph D. Meyers, *Treasurer***  
*Members At Large*  
 Richard Laycock  
 Gary D. Saretzky

### CARMA/NJ MEETING MINUTES

President Larry Cella called the September 26, 2002 meeting of the County Archives and Records Management Association of New Jersey to order at 10:11 a.m. NJDARM Director Karl J. Niederer welcomed the group to the State Archives. Joseph Klett, Chief of Archives, gave an overview of the Archives facility and collection.

Nine counties, two municipalities, six representatives from the New Jersey Department of State Division of Records Management and two guests were present namely:

Christine Healey	Bergen County
Rita Fulginiti	Cape May County
Stuart Feldman	Hudson County
Harold Seigel	Mercer County
Gary Dalina	Middlesex County
Larry Cella Gary Saretzky	Monmouth County
David Mitros	Morris County
Gilda Gill Herb Stiles	Salem County
Dona MacMillan Jennifer	Sussex County
Jeff Fabach George Cevasco	Brick Township

*Address correspondence to:*  
**Mr. Lawrence J. Cella, Monmouth County Records Management**  
**125 Symmes Road, Manalapan, NJ 07726 732-308-3773**

Bob Gallagher

Jersey City

Karl Niederer

NJDARM

Joseph Klett

Albin Wagner

Joseph Falca

Dan Noonan

Catherine Medich

### **Secretary's / Treasurer's Reports**

Secretary Rita Fulginiti distributed the Minutes from the May 23 meeting. They will be offered for acceptance at the December 5 meeting. In the absence of Treasurer Joseph Meyers, Rita Fulginiti presented the written Treasurer's Report stating a treasury balance of \$968.89. Gary Dalina made a motion to accept the Treasurer's Report. A second was offered by Dona MacMillan and membership approval.

### **NJDARM Report**

Dan Noonan of DARM updated the group on the Image Certification process. He spoke about launching the website [www.njarchives.org](http://www.njarchives.org).

Joseph Falca of DARM distributed two new retention schedules: County Board of Taxation and Public Library. Many schedules are posted on the following website: [www.state.nj.us/state/darm/links/retention.html](http://www.state.nj.us/state/darm/links/retention.html).

Judiciary Disposal Requests go directly to Kate McCann of the Superior Court Clerk's Office. Call her at 609-984-3235.

### **President's Report**

President Larry Cella led a discussion about the destruction of Superior Court records. It was agreed that Larry would write a letter to Clerk Donald Phelan about the problem.

### **Topic: Genealogical Reference Services**

Gary D. Saretzky of the Monmouth County Archives and Catherine Medich of the New Jersey State Archives spoke to CARMA/NJ about Genealogical Reference Services in their institutions. Gary Saretzky's presentation focused on ways to search the various types of Monmouth County records. Catherine Medich provided an overview of the genealogical records at the New Jersey archives and showed various county records in their collection. Both speakers provided valuable handouts which have been made a part of the permanent minutes.

### **County Updates:**

*Each county and municipality present provided a brief update on the status of records management throughout the state.*

**Bergen County** – Chris Healey spoke about logging Open Public Records Act (OPRA) requests.

**Brick Township** – Municipal Clerk George Cevasco also spoke about OPRA requests where they are having no problems. They are currently working on an imaging project.

**Cape May County** – Rita Fulginiti spoke about a county wide disaster preparedness project.

**Hudson County** – Stuart Feldman and Joe Klett led a discussion about pre 1940 adoption records. Joe Klett told the group that the law in 1940 which sealed adoption records was not retroactive.

**Jersey City** – Bob Gallagher spoke about records destruction.

**Mercer County** – Harold Seigel spoke about a purging project going on in Mercer by the courts.

**Middlesex County** – Gary Dalina led a discussion about storing Prosecutor's records and evidence in the records center.

**Monmouth County** – Gary Saretzky spoke about expanding the Records Center – a three phase project. He spoke about microfilming Criminal Records and about Archives and History Day and workshops.

**Morris County Heritage** – David Mitros spoke about the Slave Record Book of Morris County he recently published. He thanked the State Archives and New Jersey Historical Commission for their contributions.

**Salem County** – County Clerk Gilda Gill spoke about the historical and archival collection of the Salem County Clerk.

**Sussex County** – Deputy Clerk Dona MacMillan spoke about implementing an imaging project the end of August.

Motions were made and the meeting was adjourned for lunch and tours of the State Archives.

The next meeting is Thursday, December 5 at the Middlesex County Department of Archives and Records Management in East Brunswick. This is the annual meeting of CARMA/NJ. The offices of President, Vice- President, Secretary, Treasurer and two members at large are up for election.

Respectfully submitted,  
Rita Marie Fulginiti  
Secretary



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## CARMA/NJ MEETING MINUTES

The **December 5, 2002 Annual Meeting** of the County Archives and Records Management Association of New Jersey was called to order by **President Larry Cella** at 10:05 a.m. in the Middlesex County Department of Archives and Records Management in North Brunswick. Our host, **Middlesex County DARM Director Gary Dalina** welcomed the group to Middlesex County.

Eight counties, two municipalities, a representative from the New Jersey Department of State Division of Archives and Records Management (DARM) and one retired guest were represented:

- |  |                              |
|--|------------------------------|
| Donna Lenzi                            | ✓ Atlantic County            |
| Christine Healey                       | ✓ Bergen County              |
| Rita Marie Fulginiti                   | ✓ Cape May County            |
| Stuart Feldman                         | Hudson County                |
| Harold Seigel                          | ✓ Mercer County              |
| Gary Dalina, Jerry Balasze             | ✓ Middlesex County           |
| Larry Cella, Gary Saretzky, Mark Pizza | ✓ Monmouth County            |
| Joseph Meyers                          | Somerset County              |
| Joseph Falca                           | NJDARM                       |
| Jeff Faybeck, George Cevasco           | Brick                        |
| Bob Gallagher                          | Jersey City                  |
| Rudy Nowak                             | Retired from Somerset County |

**Secretary Rita Fulginiti** made a motion to accept the minutes of the September 26, 2002 meeting. A second was offered by Harold Seigel with membership approval. Rita suggested the following meeting dates for 2003:

Thursday, March 13; Thursday, May 8; Thursday, September 25; Thursday, December 4

**Treasurer Joseph Meyers** presented the Treasurer's Report stating a treasury balance of \$746.39. Eighteen of the state's 21 counties are paid members for 2002. Jeff Faybeck made a motion to accept the Treasurer's Report. A second was offered by Christine Healey with membership approval.

**Joseph Falca** offered a report on behalf of the Department of State, Division of Archives and Records Management (**NJDARM**). Municipal Retention Schedules are now available from their website - <http://www.state.nj.us/state/darm/links/retention.html> in PDF format. They are working to get the county level retention schedules on the website. Image Processing Certifications were approved for Cumberland, Union and Passaic Counties.

**Guest Speaker: Hon. Donald Phelan, Clerk of the Superior Court**

**Clerk Phelan** addressed CARMA's Membership regarding the state of the New Jersey's Judiciary Records Management program.

- 38 judiciary retention schedules have been adopted to date by the Supreme Court.
- The Superior Court is working to enhance the automated systems ability to manage, retain and archive court files.
- 2.5 million dollars have been spent to microfilm records (1950-1993).
- They have proposals to continue microfilming and to increase the project in the civil and family sections. The goal is to bring up to a currency period of at least seven years.

There was discussion on the problem caused in county records centers when the courts are unable, due to staffing and economic issues, to purge files so destruction can take place in a timely manner. President Larry Cella also noted that the Assignment Judge review prior to destruction in Monmouth County slows the process.

On behalf of CARMA/NJ President Cella thanked Clerk Phelan for addressing CARMA and being responsive to our concerns.

**Election of Officers**

After determining that there was a quorum of the membership as defined by the organization's bylaws, Nominating Committee Member Jerry Balasze made a motion to elect the following slate for a two year term:

Rita Marie Fulginiti, President  
Gary Dalina, Vice President  
Christine Healey, Treasurer

Stuart Feldman offered a second and the group was unanimous in favor. There was no election of secretary or two members at large made at this meeting.

Outgoing President Larry Cella was presented a gift from the CARMA/NJ membership for his service as Vice President and President of the organization. He is retiring from Monmouth County at the end of February 2003. In his remarks he asked CARMA to "keep it strong."

Treasurer Joseph Meyers was congratulated and thanked for his 14 years on the CARMA board as Treasurer.

Gary Saretzky, Chair of the Program Committee asked for suggestions for planning 2003 meetings.

There was discussion by the representatives of counties and municipalities present. Larry Cella spoke about a Records Management Survey conducted in Monmouth County November 2002. This survey helped them determine departmental needs so records management staff can be proactive. Copies will be available at the March meeting. Donna Lenzi of Atlantic led a discussion about what to do with water saturated and moldy records.

George Cevasco of Brick was congratulated on his appointment to the OPRA Commission.

Motions were made by Stuart Feldman and Harold Seigel and the meeting was adjourned at 11:57 a.m. for a holiday luncheon.

Submitted by,

Rita Marie Fulginiti