



Rec'd 5/5/03

# CARMA / NJ

County Archives and Records Management Association of New Jersey

Patrimonium acta nostra  
"Our records are our heritage"

## CARMA/NJ MEETING MINUTES

The **March 13, 2003 Meeting** of the County Archives and Records Management Association of New Jersey was called to order by **Vice President Gary Dalina** at 10:05 a.m. in the State Records Center. President Rita Fulginiti joined the meeting in progress.

Eight counties, two municipalities, two representatives from the New Jersey Department of State Division of Archives and Records Management (DARM) and two representatives from the NJ Law & Public Safety Division of Consumer Affairs were represented:

- |   |                         |
|---|-------------------------|
| Christine Healey                                  | Bergen County           |
| Lt. John Zindel, Frank Roberto, Patricia Ferguson | Camden County           |
| Rita Marie Fulginiti                              | Cape May County         |
| Harold Seigel                                     | Mercer County           |
| Gary Dalina, Jerry Balasze                        | Middlesex County        |
| Gary Saretzky, Mark Pizza                         | Monmouth County         |
| David Mitros                                      | Morris County           |
| Richard Laycock                                   | Ocean County            |
| Albin Wagner, Joseph Falca                        | NJDARM                  |
| Grace Cunningham, Bob Campanelli                  | NJLPS, Consumer Affairs |
| Bob Gallagher                                     | Jersey City             |
| Guest Speaker Stephen M. Dalina                   | Rutgers University      |

**Treasurer Chris Healey** presented the Treasurer's Report stating a treasury balance of \$454.30. Funds were turned over from past Treasurer Joseph Meyers and a new bank account has been opened.

Gary Saretzky made a motion to accept the minutes of the December 13, 2002 meeting. A second was offered by Rich Laycock with membership approval.

**Joseph Falca** offered a report on behalf of the Department of State, Division of Archives and Records Management (NJDARM). There is a new Executive Order to consolidate storage space, reduce retention periods and encourage imaging applications. There are building expansion plans in progress for the State Records Center.

During the roundtable portion of our meeting Gary Saretzky reported that the Monmouth County Clerk had discontinued scanning and microfilming simultaneously. The scanned images are now sent to a vendor to create the required microfilm. Rich Laycock reported that Ocean County has a new records inventory system networked with the county departments and the courts. David Mitros reported that Morris County experienced a flood last November in their Archives.

The Camden County Correctional Center is working on a records management program. NJLPS Consumer Affairs is researching Records Management Software.

**Announcements:**

The Northern New Jersey Chapter of ARMA will meet on April 22<sup>nd</sup> at the Woodbridge Hilton regarding Legal Issues in Records Management.

The Mid Atlantic Regional Archives Conference (MARAC) is holding a conference from April 24-26 in Trenton featuring 80 speakers.

CARMA/NJ members were encouraged to write to their Assemblymen and Senators urging them not to cut state aid to history and arts programs.

**Guest Speaker**

**Stephen M. Dalina of Rutgers University provided an excellent PowerPoint presentation about managing records at Rutgers.**

Motions were made and the meeting was adjourned at 11:57 a.m. for a luncheon. The next meeting will be held on **Thursday, May 22, 2003. Albin Wagner of NJDARM will speak to CARMA on electronic records scheduling and storage issues**

Submitted by,

Rita Marie Fulginiti



# CARMA / NJ

*County Archives and Records Management Association of New Jersey*

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## **CARMA/NJ MEETING MINUTES**

The May 22, 2003 Meeting of the County Archives and Records Management Association of New Jersey was called to order by **President Rita Fulginiti** at 10:05 a.m. in the State Records Center.

Fifteen counties, one municipality, four representatives from the New Jersey Department of State Division of Archives and Records Management (DARM) and two representatives from the NJ Law & Public Safety Division of Consumer Affairs were represented:

- |  |                   |
|--|-------------------|
| Donna Lenzi                            | Atlantic County   |
| Mark Tomko, Ken O'Brien                | Bergen County     |
| Nichelle Stout, Linda Carr, Tony Ghaul | Burlington County |
| Rita Marie Fulginiti, Diana Hevener    | Cape May County   |
| Jim Hogan, Michele Caple               | Gloucester County |
| Patrick McNally, John Shaw             | Essex County      |
| Stuart Feldman                         | Hudson County     |
| Harold Seigel                          | Mercer County     |
| Gary Dalina, Jerry Balazse             | Middlesex County  |
| Gary Saretzky                          | Monmouth County   |
| Ed Small, David Mitros                 | Morris County     |
| Herb Stiles                            | Salem County      |
| Joe Meyers, Scott Rodgers              | Somerset County   |

Dona McMillan, Jennifer Luchetti	Sussex County
Terry Lee	Warren County
Jeff Fabach, George Cevasco	Brick Twp.
Albin Wagner, Joseph Falca, Vince Scardino Dan Noonan	NJDARM
Grace Cunningham, Thomas DeCatalso	NJLPS, Consumer Affairs

Diana Hevener made a motion to **accept the minutes of the March 13, 2003** meeting. Dona McMillan offered a second and the minutes were approved.

**On behalf of Treasurer Chris Healey**, Mark Tomko presented the Treasurer's Report stating a treasury balance of \$421.14. Thirteen counties have paid their dues. Funds were turned over from past Treasurer Joseph Meyers and a new bank account has been opened. Gary Saretzky made a motion to accept the Treasurer's Report. Joe Meyers offered a second and the Treasurer's report was approved.

**Joseph Falca** offered a report on behalf of the Department of State, Division of Archives and Records Management (NJDARM). DARM is in the process of putting county government retention schedules on their website. **Albin Wagner** reported that the Readoption of the Public Records Storage regulations will be published June 2<sup>nd</sup> in the New Jersey Register. Sections 1 to 3 have been reorganized with new language. Adoption is slated for August/September.

Nominating Committee Chair, Jerry Balazse made a motion to appoint **Nichelle Stout of Burlington County as Secretary of the organization**. Gary Saretzky offered a second and there was unanimous approval by the membership.

**Program Committee Chair Gary Saretzky** announced the program for the September 25 meeting: Joseph A. Weitz of Munters will speak on Disaster Recovery Services.

Mr. Saretzky introduced speaker **Albin Wagner, Chief of Records Management** who presented: *Main Components of an Electronic Data and Records Management Program*.

During the roundtable portion of our meeting Donna Lenzi reported that Atlantic County is accepting bids for the retrofitting of the building to be used as a records storage center for county government. Atlantic County's Image Processing System was recently approved. Mark Tomko of the Bergen County Clerk's Office reported that they are microfilming Naturalization and Bail Records. Burlington County is in the process of destroying paper records. Jim Hogan, Gloucester County Clerk, reported that they are working with a vendor to provide Efiling procedures and guidelines. Gary Dalina

provided an update for Middlesex County. They have completed a paper destruction and are currently microfilming Freeholder Minutes, Prosecutor's records and Detention Center records. Gary Saretzky reported on the installation of new shelving in the Archives. At least two counties are experiencing a problem with getting approvals to destroy court records. Mr. Saretzky reported on their archives database with an index to place names for researchers. David Mitros of Morris County reported on their application for an NEH grant for a project previously funded by state funding. Herb Stiles of Salem discussed approvals for destruction of court records. Dona McMillan reported that the Sussex County Clerk is ready for approval of their Image Processing System. Jennifer Luchetti directs their vault operation there. Joseph Meyers reported that Somerset County's destruction is proceeding. They are utilizing an offsite storage facility requiring additional staff to take on municipal customers. Warren County Clerk Terry Lee reported that their Image Processing System is up for approval. Their courthouse is undergoing renovation and they are reindexing deeds into their data base.

Motions were made and the meeting was adjourned at approximately noon for a luncheon. The next meeting will be held on **Thursday, September 25, 2003 at the State Records Center. Joseph A. Weitz of Munters will speak on Disaster Recovery Services.**

Submitted by,

Rita Marie Fulginiti

## *CARMA/NJ MEETING MINUTES*

The **September 25, 2003 Meeting** of the County Archives and Records Management Association of New Jersey was called to order by **President Rita Fulginiti** at 10:00 a.m. in the State Records Center.

Eleven counties, three representatives from the New Jersey Department of State Division of Archives and Records Management (DARM), and two representatives from the NJ Law & Public Safety Division of Consumer Affairs were represented:

Donna Lenzi	Atlantic County
Christina Healey	Bergen County
Tony Ghaul, Nichelle Stout	Burlington County
Rita Marie Fulginiti	Cape May County
Peggy Tansey	Essex County
James N. Hogan, Michelle Caple	Glouster County
Stuart Feldman	Hudson County
Gary Dalina, Jerry Balazse	Middlesex County
Gary Saretzky, Mark Pizza	Monmouth County
Ed Small	Morris County
Joe Meyers, Scott Rodgers	Somerset County
Karl J. Niederer, Albin Wagner, Joseph Falca	NJDARM
Robert Campanelli, Thomas DeCatalso	NJLPS, Consumer Affairs

Secretary **Nichelle Stout** presented the secretary's report. Gary Saretzky made a motion to accept the minutes from the **May 22, 2003 meeting as written**. Tony Ghaul offered a second and the minutes were approved.

Treasurer **Chris Healey** presented the Treasurer's Report stating a treasury balance of \$404.89. As of September 23, 2003 five Counties had not paid their dues. Gary Saretzky made a motion to accept the Treasurer's Report. Joe Meyers offered a second and the Treasurer's report was approved.

**Gary Dalina** encouraged those on new projects to ask for help.

**Karl Niederer** from NJDARM spoke on a bill passed that raised fees that are charged for recording purposes. By July of 2004 they hope to have grants on hand to help county and local record managements to fund everything from capital improvement to systems upgrades. Some ideas for use of monies were record consultants. Input from CARMA will be key in contributing ideas to find out what is needed. Whatever is needed should be addressed from members. If 80 million is collected 32 million would be allotted for county records. They are going to have a strategic plan in order to place the money where it is needed.

Governor McGreevey will sign an executive order for state records. This will be a global look at records retention. Any questions please contact **Joe Falca, Albin Wagner or Karl Niederer**.

**Joe Falca** reported that the county government retention schedules are now on their website at [www.njarchives.org](http://www.njarchives.org).

**Gary Saretzky** introduced speaker **Joseph A. Weitz** of Munsters who spoke on disaster recovery services.

There was a question and answer session following the presentation.

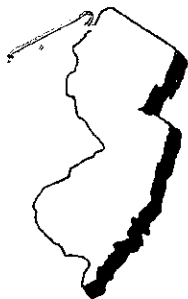
During the roundtable portion of our meeting **James Hogan** and **Michelle Caple** from **Gloucester** spoke on the Efiling procedures and guidelines that they have implemented in their county. **Donna Lenzi** from **Atlantic co** states they are moving from their current facility to a new facility by January 2004. **Tony Ghaul** from **Burlington** reports on trying to get a camera and received a new shredder to expedite destruction of records. **Rita Fulginiti** from **Cape May** is getting projects ready for submission when grants are ready. **Gary Dalina** from **Middlesex** spoke on major destruction project they are working on. **Jerry Balazse** also spoke on different projects that they have worked on and filmed for different divisions of the county. **Gary Saretzky** from **Monmouth** reported on getting ready for archives history day on October 18, 2003. **Mark Pizza** from **Monmouth** reported on purging and destruction. **Joe Meyers** from **Somerset** said they are filled to capacity and just completed PSI 2001 on microfilm. **Thomas DeCatalso** from **NJLPS, Consumer Affairs** reported that they have come up with their own database to keep up with their own records. They are currently taking inventory of what they have.

Motions were made and the meeting was adjourned at approximately 1150 for a luncheon. The next meeting will be held on **Thursday, December 4, 2003 at the Middlesex County Department of Archives and Records Management in East Brunswick.**

Submitted by,

Nichelle Stout





# CARMA / NJ

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## CARMA/NJ MEETING MINUTES

The **December 4, 2003 Meeting** of the County Archives and Records Management Association of New Jersey was called to order by **President Rita Fulginiti** at 10:10 a.m. in the Middlesex County Department of Archives and Records Management.

Ten counties and three representatives from the New Jersey Department of State Division of Archives and Records Management (DARM) were represented:

Christine Healey	Bergen County
Nichelle Stout, Linda Carr	Burlington County
Rita Marie Fulginiti, Diana Hevener	Cape May County
Stuart Feldman	Hudson County
Harold Seigel	Mercer County
Gary Dalina, Jerry Balazse	Middlesex County
Mark Pizza, Gary Saretzky	Monmouth County
David Mitros	Morris County
Ellie Kidd	Salem County
Joe Meyers, Scott Rodgers	Somerset County
Sean Curry, Joseph Falca, Albin Wagner	NJDARM

**Gary Dalina**, Director of Middlesex DARM gave a welcome to everyone and a background on the **Middlesex Archives Building**.

**Secretary Nichelle Stout** made a motion to accept the minutes of the September 25, 2003 meeting. **Harold Seigel** offered a second and the minutes were approved.

Rita Fulginiti spoke on the dates for the 2004 meetings, which are tentatively as follows:

**April 1, 2004**

**May 13, 2004**

**September 23, 2004**

**December 9, 2004**

**Treasurer Chris Healey** read the Treasurer's report and made a proposal to increase membership dues to \$55.00 per county and the cost of lunch per meeting per participant to \$15.00. After discussion Chris Healey made a motion to **raise the dues to \$40.00** and to cut out the lunch except for the annual December meeting. **Ellie Kidd** offered a second and the motion was approved.

**Gary Saretzky** spoke on a pamphlet distributed entitled "**Pubic Records Image Processing System Certification in a Nutshell.**"

**Albin Wagner** spoke briefly on the **New Jersey Records Preservation Grant Program being implemented in 2004**. Mr. Wagner reported that all counties and agencies should start thinking about a five-year plan for records management. The grant money is **earmarked for management, storage and preservation of records**. He suggested that counties and municipalities begin thinking about regional records management facilities like the one at Middlesex. **Grant information and applications should be out by the Spring of 2004**. County Clerks have been designated point of contact for the county. Questions should be directed to **Albin Wagner** of DARM.

**Gary Saretzky** asked about having a presentation on the grant process which Albin Wagner agreed to do at the May meeting. Our April meeting will be on electronic recording. ***Gary introduced Sean Curry from DARM Archives, who spoke on N.J. court records available for research at the N.J. State Archives.***

During the roundtable portion of the meeting **Ellie Kidd** from the Salem County Clerk's Office spoke about their court records database. **Gary Saretzky** is working on a database for Common Pleas for Monmouth County. **Mark Pizza** reported on destruction. **Rita Fulginiti** congratulated **Harold Seigel** on his upcoming retirement in January.

Motions were made and the meeting was adjourned at approximately noon for a luncheon. The next meeting will be held on **April 1, 2004 at the State Records Center. We are planning a panel discussion on Electronic Recording – How it Works and Implementation Strategies for New Jersey.**

Submitted by,

Nichelle Stout