



# **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 26, 2009 meeting of the County Archives and Records Management Association of New Jersey was called to order by President, Gary Dalina in Hackensack, New Jersey at the Bergen County Clerk's Office at 10:00 am.

Twelve counties, seven municipalities, and two representatives from the New Jersey Department of State, Division of Records Management (DARM) were represented along with a few private industry members.

Christine Healey, Maryann McSweeney, Joyce San Filippo, Andy Malakas, Micah Hassinger, Audry Syniee, Bergen County  
Leslie Wright, Cumberland County  
Michele Caple, Renee Finlay, John Franchetti, Nancy Richter, Gloucester County  
Robert Taino, Paul R. Paradise, Bo-sheg Tsai, Michael Kenvel, Hudson County  
Dena Vargo, Paul Domboski, Susan Johnson, Eric Miller, Mercer County  
Gary S. Dalina, Jerry Balazse, Middlesex County  
Gary Saretzky, Mark Pizza, Monmouth County  
Peg Shultz, Morris County  
Heather Pushkal, Randy Martin, Ocean County  
Aparna Virmanl, Allen Kurdgla, Somerset County  
Brian McNeilly, Dan Freed, Sussex County  
Peggy Otalvaro, Sgt. George Alston, Jr., Charlotte Bennett Schoer, City of Englewood, Kathleen McCann, Paramus Public Schools,  
Jock H. Watkins, West Caldwell, Melissa Scott, Township of Irvington  
Judy O'Connell, Denise A. Dondiego, River Edge, Robert P. Sandt, Hillsdale  
Ilene Cohen, Englewood Cliffs, Kathleen Holmes, Union Township  
Sean Curry, Albin Wagner, DARM  
Stephen Monaghan, Jon Harncet, Allstate Information Management  
Mitchell Darer, NJIT/CIAT, Drew Daley, SpaceSaver Systems  
Michele Rothenberg, Ray Aull, Concorde Group

Call to order by Gary Dalina, President

We had our flag salute by Mark Pizza, Vice President

Welcome by Kathleen A. Donovan, Bergen County Clerk

Secretary's Report: Michele Caple

Treasurer's Report: as of March 21, 2009 CARMA has a balance of \$2,085.27  
Motion to accept Treasurer's Report

Sean Curry of DARM discussed the 2009-2010 PARIS Grant Application:  
Still awaiting news about how much money is available for PARIS this year.

Albin Wagner of DARM discussed Artemis; pilot phase to be rolled out by the summer.

Christine Healey gave a brief synopsis of Bergen County Clerk's new EDMS along with the county's shared services project in which 34 of 70 municipalities participate.

Presentations:

Brian Osgood of Record Fusion, Bergen County Clerk's land records EDMS vendor

Jim Flanagan and Cindy Knowles of DCA, (Document Conversion Associates), vendor for Bergen County's Shared Services PARIS Project

County Records Management Updates

Meeting adjourned.

Tours of the Bergen County Clerk's Office

Next meeting will be in May 14<sup>th</sup>, 2009 at Monmouth County Archives



# CARMA / NJ

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## CARMA/NJ MEETING MINUTES

The May 14, 2009 meeting of the County Archives and Records Management Association of New Jersey was called to order by President, Gary Dalina in Manalapan, New Jersey at the Monmouth County Library at 10:00 am.

Six counties, four municipalities, and two representatives from the New Jersey Department of State, Division of Records Management (DARM) were represented along with private industry members.

Christine Healey, Bergen County  
Leslie Wright, Cumberland County  
Michele Caple, Dave Brice, Gloucester County  
Gary S. Dalina, Jerry Balazse, Middlesex County  
Gary Saretzky, Mark Pizza, Hank Koch, Dennis Billingsby, Joya Ordes? Monmouth County  
Aparna Virmanl, Somerset County  
Paul Rubinson, City of Newark, Elsalyn Palmisano, Rumson Boro  
Nancy Warnick, Kathleen Hart, Maria Dellasale, Millstone Township  
Joe Falca, Karl Niederer, DARM  
Vince Cerone, Xerox Corp, Joe Smith, Emp Horizons  
Mitchell Darer, Dennis Obrien, NJIT/CIAT, Drew Daley, SpaceSaver Systems

Call to order by Gary Dalina, President

We had our flag salute by Mark Pizza, Vice President

Welcome by Gary Saretzky, Monmouth County Archivist

Secretary's Report: Michele Caple

Treasurer's Report: as of March 21, 2009 CARMA has a balance of \$2,085.27

Motion to accept Treasurer's Report

Joe Falca of DARM discussed the 2009-2010 PARIS Grant Application:

Vendor Presentations:

Document Conversion Associates

GRM Information Management Services

Xerox

Image Access Corp

LargeDoc Solutions

NJIT Center for Information Age Technology

SMART Business Consulting

Allstate Information Management

Next meeting will be in September ? 2009 at Cumberland County College



# **CARMA / NJ**

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## **CARMA/NJ MEETING MINUTES**

The September 24, 2009 meeting of the County Archives and Records Management Association of New Jersey was called to order by President, Gary Dalina in Vineland, New Jersey at Cumberland County College at 10:00 am.

Twelve counties and two representatives from the New Jersey Department of State, Division of Records Management (DARM) were represented along with various private industry members.

Donna Lenzi, Heather Augustin, Atlantic County  
Christine Healey, Christina Napolitano, Bergen County  
Liz Shay, Adrianna Kelly, Melissa Jones, Cape May  
Louis N. Magazzu, Leslie Wright, Ryan Feaster, Constance Stiles, Rebecca Quinn, Martha Rojas, Henrietta Barrers, Gina Frank, Pat Hughes, Cumberland County  
Michele Everly, Dave Brice, Gloucester County  
Paul Paradise, Hudson County  
Gary S. Dalina, Middlesex County  
Torey King, Lauren Wiley, Mercer County  
Gary Saretzky, Monmouth County  
Ellie Kidd, Curt Harker, Sean McIlvaine, Salem County  
Allen Kurdyla, Somerset County  
Beth Colosimo, Melissa Backes, DARM  
Ted Nevin, Ray Aull, Michele Rothenberg, Concorde Group, Joe Smith, Employment Horizons, Steve Goodfellow, Access Systems, Caroline Christensen, NJIT/CIAT, Drew Daley, Toni Gentile, SpaceSaver Systems, Abby Shaw, Hollinger Metal Edge, Steve Warcola, Image Access Corp, Jay Ruparel, Venu Reddy, Sunrise Systems, Gary Stark, Noah Stark, LargeDoc Systems, Jon Harast, AIM, Brian Eppie, Smart

Call to order by Gary Dalina, President

Flag salute

Welcome by Louis N. Magazzu, Freeholder Director, Cumberland County

Secretary's Report: Michele Everly

Treasurer's Report: Christine Healey,

As of September 23, 2009 CARMA has a balance of \$1,506.62

Motion to accept Treasurer's Report

Beth Colosimo discussed 2010-2011 PARIS Grant Application regarding training and priorities:

**County and Municipal Records Reorganization and Purging Projects:**

**Panel Discussion**

Allen Kurdyla, Project Manager, Somerset County EDMS Records Management

Ellie Kidd, Records Management Analyst & Archivist, Salem County Office of Archives and Records Management

Paul Paradise, Records Manager, Hudson County Office of Records Management & Archives

Torey King, Records Manager, Mercer County Office of Records Management

Meeting adjourned

Next meeting will be on December 10<sup>th</sup> at Middlesex County, Division of Archives and Records Management located in North Brunswick.



# **CARMA / NJ**

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## **CARMA/NJ MEETING MINUTES**

The December 11, 2009 meeting of the County Archives and Records Management Association of New Jersey was called to order by President, Gary Dalina in North Brunswick, New Jersey at the Middlesex County Division of Archives and Records Management Center at 10:00 am.

Six counties and five representatives from the New Jersey Department of State, Division of Records Management (DARM) were represented along with various private industry members.

Christine Healey, Tony Markowsky, Deborah Frank, Bergen County  
Melissa Jones, Diana Hevener, Cape May  
Leslie Wright, Cumberland County  
Michele Everly, Dave Brice, Gloucester County  
Gary S. Dalina, Middlesex County  
Gary Saretzky, Mark Pizza, Monmouth County  
Albin Wagner, Joe Falca, Argean Cook, Kenia Nunez, Joanne McKinley, DARM  
Motraja Fedorko, Jersey City Museum, Ray Aull, Concorde Group, Joe Smith, Employment Horizons, Caroline Christensen, Mitch Darer, NJIT/CIAT, Drew Daley, Space Saver Systems, Steve Warcola, Image Access Corp, Gary Merritt, Allstate Information

Call to order by Gary Dalina, President

Flag salute by Mark Pizza

Welcome by Gary Dalina, Records Manager of Middlesex County

Secretary's Report: Michele Everly, CARMA website updated, 2010 meeting dates to be posted

Treasurer's Report: Christine Healey, as of December 10, 2009 CARMA has a balance of \$671.62. Invoice is available for 2010 membership fees.

Motion to accept Treasurer's Report

NJ DARM/PARIS Report,

Deadline has not been set for ending paper disposal forms. Additional ARTEMIS training is forthcoming. Please contact DARM if your county wishes to host ARTEMIS training for both county and municipal staff.

Presentation on Archival Materials:

Presenter: Abby A. Shaw, Hollinger Metal Edge

County Records Management Updates

Meeting adjourned

Next meeting will be on March 18, 2010 at the Cooperative Extension of Salem County, New Jersey.