



**Report to the
State Records Committee
on the
Public Archives and Records Infrastructure Support
(PARIS)
Grants Program**

**SECOND YEAR APPLICATIONS
REVIEW and RECOMMENDATIONS**

18 May 2006

**STATE OF NEW JERSEY
Department of State
Division of Archives and Records Management**

**Governor
Jon S. Corzine**

**Secretary of State
Nina Mitchell Wells, Esq.**

**Director, Division of Archives and Records Management
Karl J. Niederer**

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Director, Division of Archives and Records Management,
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TABLE OF CONTENTS

INTRODUCTION	3
YEAR TWO FUNDING	4
GRANT CATEGORIES AND PARAMETERS	4
EVALUATION CRITERIA	5
COUNTY SHARED SERVICES DEMONSTRATION GRANT	5
RECORDS DIRECT	6
THE APPLICATION AND REVIEW PROCESS	7
THE APPLICATIONS	7
THE PANEL EVALUATION PROCESS	7
STAFF ASSESSMENT OF PANEL RESULTS	8
CATEGORY I AWARDS: COUNTIES.....	9
THE COUNTY OF ATLANTIC	9
THE COUNTY OF BERGEN	12
THE COUNTY OF BURLINGTON	17
THE COUNTY OF CAMDEN	21
THE COUNTY OF CAPE MAY	24
THE COUNTY OF CUMBERLAND.....	28
THE COUNTY OF ESSEX	33
THE COUNTY OF GLOUCESTER	36
THE COUNTY OF HUDSON.....	39
THE COUNTY OF HUNTERDON	43
THE COUNTY OF MERCER.....	48
THE COUNTY OF MIDDLESEX	53
THE COUNTY OF MONMOUTH.....	56
THE COUNTY OF MORRIS	59
THE COUNTY OF OCEAN.....	62
THE COUNTY OF PASSAIC.....	65
THE COUNTY OF SALEM	68
THE COUNTY OF SOMERSET	72
THE COUNTY OF SUSSEX	76
THE COUNTY OF UNION.....	78
THE COUNTY OF WARREN.....	82
COUNTY SHARED SERVICES DEMONSTRATION GRANTS.....	85
CSSD SUCCESS	85
OTHER COUNTY SHARED SERVICES PROPOSALS	85
BERGEN COUNTY PROJECT 06020081: CSSD COUNTYWIDE RECORDS MANAGEMENT ASSESSMENT	85
ESSEX COUNTY PROJECT 06070081: CSSD: COUNTY INTEGRATED LAW ENFORCEMENT INITIATIVE	86
GLOUCESTER COUNTY PROJECT 06080081: CSSD NEEDS ASSESSMENT OF 21 MUNICIPALITIES.....	88
HUDSON COUNTY PROJECT 06090081: CSSD: COUNTYWIDE VIRTUAL PRIVATE NETWORK.....	88
MONMOUTH COUNTY PROJECT 06130081: DISASTER RECOVERY PLANNING AND IMPLEMENTATION FOR DSMS PORTAL	89
SOMERSET COUNTY PROJECT 06180081: CSSD COUNTYWIDE NEEDS ASSESSMENT AND FACILITY PLANNING.....	90

UNION COUNTY PROJECT 06200081: CSSD MICROFILMING SERVICE BUREAU.....	90
CATEGORY II: LARGE MUNICIPALITIES.....	92
THE TOWNSHIP OF BRICK	92
THE CITY OF CAMDEN	94
THE CITY OF CLIFTON	96
THE TOWNSHIP OF DOVER (OCEAN COUNTY)	97
THE TOWNSHIP OF HAMILTON (MERCER COUNTY)	100
THE CITY OF JERSEY CITY	100
THE CITY OF NEWARK.....	102
THE CITY OF PATERSON	103
THE CITY OF TRENTON	104
THE TOWNSHIP OF WOODBRIDGE.....	106
ATTACHMENT A: 2006 PARIS GRANTS AWARDS COUNTIES, MUNICIPALITIES CSSD	108
ATTACHMENT B : 2006 PARIS GRANTS AWARDS MEDIUM MUNICIPALITIES AND SMALL COUNTY SEATS	113
ATTACHMENT C: PARIS GRANTS 2006 AWARD SUMMARY	114
ATTACHMENT D: REVIEW PANEL APPLICATION ASSIGNMENTS	115
ATTACHMENT E: TIMETABLE FOR 2006-2007 GRANT PROJECTS	116

PARIS GRANTS 2006 AWARDS

INTRODUCTION

The New Jersey State Legislature established a grant program in P.L. 2003, c. 117, sections 38 and 39, funded by the New Jersey Public Records Preservation (PRP) Account, a dedicated fund to support public records management, preservation and storage and to support the development and improvement of the public archives and records infrastructure of county and municipal governments.

The New Jersey Public Records Preservation Account is funded by fees collected by county clerks and registers for the recording of certain documents, including deeds and mortgages. A portion of these funds (40 percent) are reserved annually for the local government records management grant program to be awarded annually to county and municipal governments.

The purpose of the PARIS Grants Program is to serve as a catalyst in the establishment, enhancement and/or expansion of county and municipal public records management, preservation and storage programs. Implicit in this function is the understanding that participating county and municipal governments will bear the responsibility for providing the resources to support and maintain a proactive and comprehensive archives and records management program on a continuing basis.

The PARIS Grants Program is competitive, awarding grants based on demonstrated need and the merits of the application. Each year, the State Records Committee (SRC) identifies eligible local governments and specific projects that are eligible for funding. The total amount of grant funding available under this program will fluctuate in proportion to the fees collected for documents recorded each year. In this, the second year of the PARIS Grants Program the SRC has more than doubled the number of entities eligible to apply and has diversified the types of municipalities eligible for planning grants, including at least one municipality from each county and including some smaller communities as well. While it is the intention of the SRC to continue to expand the number of municipalities that will be eligible for funding in future years, it is also hoped that the work done in these communities will serve as useful examples for any community that is interested in beginning or expanding a proactive records management program in advance of, or in anticipation of, the availability of PARIS funding.

In May 2005, \$25,063,653 was awarded to 21 counties and the 12 largest municipalities to fund more than 170 projects designed to create and expand records management infrastructure. Funded projects ranged from pilot EDMS systems, staffing, needs assessments among many others.

Year Two Funding

For the second operational year of the PARIS Grants Program, July 1, 2006-June 30, 2007, \$2,000,000 remaining from Fiscal Year 2005 revenues and \$25.8 million from Fiscal Year 2006 PRP revenues are available for award.

Grant Categories and Parameters

In this, the second year of the PARIS Grants Program, the following categories of grantees were established by the SRC:

Category I: The 21 counties of the State of New Jersey

Category II: 12 largest municipalities with populations above 75,000

Category III: 38 municipalities with populations over 45,000 and under 75,000 as well as County Seats with populations under 45,000.

In order to address specific critical records management needs, the SRC determined that all projects proposed would be evaluated in the context of their impact on the following:

- Improved access to public records (OPRA)
- Improvements to records disaster prevention and recovery
- Shared services

Category I: Counties

Category I grantees, the 21 counties of the State of New Jersey, were permitted to submit no more than five (5) projects totaling not more than \$1,200,000 for funding.

Counties could apply for the following project types:

- Records Management Staff
- Continuation of projects From Year 1
- Facility studies
- Shared services needs assessments (Municipalities)
- Electronic imaging systems and services
- Preservation and conservation

Category II: Large Municipalities

Category II grantees, municipalities with populations of 75,000 or greater were permitted to submit no more than three projects totaling not more than \$150,000 for funding. The following constitute eligible project categories:

- Records management staff
- Electronic imaging systems and services
- Preservation and conservation
- Shared services with the county

Category III: Medium Municipalities and Small County Seats

In a continued effort to reach as many local governments as possible, the State Records Committee (SRC) more than doubled the number of entities eligible to apply for PARIS grants in year two by extending eligibility to municipalities with populations of less than 75,000 through 45,000 as well as county seats with populations under 45,000.

The Category III municipal applicants were granted monies to perform needs assessments and strategic plans. These grants were announced by the SRC at its 16 March 2006 meeting. A total of \$1,060,660 was awarded to 31 municipalities for development of needs assessments and strategic plans. A separate report detailing these awards is available and a listing of these awards is provided as Attachment B.

Evaluation Criteria

Each application submitted was evaluated by professional reviewers based on the following criteria:

1. Relevance of project to strategic plan and demonstration of project's potential for enhancing records management function.
2. Quality of formulation and explanation of the outcomes of the proposed project.
3. Commitment of applicant organization to maintaining and expanding records management infrastructure initiated with PARIS grant funding.
4. Quality and completeness of plan of work, including timetable and budget.
5. Consistent with eligible projects and priorities established by SRC for the grant year:
 - a. OPRA access,
 - b. Disaster planning and recovery,
 - c. Shared services
6. Demonstrated involvement of all major functions in the development of the proposed projects and applications.
7. Completeness and overall quality of application including incorporation of staff recommendations regarding the draft.

County Shared Services Demonstration Grant

Counties eligible under the PARIS Grants Program rules in Category I were also eligible to apply for the PARIS County Shared Services Demonstration Grant (CSSD). The SRC set aside \$2,000,000 for this grant category. Counties were permitted to submit one proposal under this grant category and no maximum grant request was established.

The goal of this grant category is to demonstrate the achievement of cost and operational efficiencies through shared services and to create a service structure for communities that currently do not have the resources to create them for themselves.

Counties were encouraged to apply for grants to initiate shared services for the management, storage, and preservation of public records between the county and municipal governments within the county and/or shared services between county governments or with the county and municipal governments within other counties within the State of New Jersey.

CSSD applicants were required to submit abstracts and other documentation for evaluation by a panel of paid professional reviewers on 15 December 2005. The panel reviewed eight abstracts and provided comments and suggestions to each of them. Seven applicants submitted final applications.

Records DIRECT

Also funded through the PRP Account, the purpose of the Records Disaster, Recovery and Triage ("Records DIRECT") Grant Program is to help county and municipal governments provide an immediate response to damage caused by a sudden, unexpected event involving fire, water, man-made or natural phenomena where immediate response is necessary to prevent the irretrievable loss of vital, permanent or archival records. Rules for the Records DIRECT program are codified at N.J.A.C. 15:3-8.

The Division of Archives and Records Management was contacted at least seven times during the year regarding eligibility for Records DIRECT grants. Of those, four water/flood emergencies became actual formal requests and awards totaling more than \$60,000. The three that were not pursued were covered by insurance. Of those, two were related to fires and one was related water damage caused by a contractor.

The State Records Committee made the following awards over the past year.

- Atlantic County: \$866 for pickup freeze drying and storage of 60 cubic feet of damaged permanent records.
- Bergen County: \$5,325 for removal and remediation for ancient deed and mortgage books.
- Woodbridge Township: \$25,492 to transport, salvage and reproduce 187.5 cubic feet of permanent records.
- Atlantic County (pending): \$33,000 to cover insurance deductible of \$38,000 claim to transport, store and salvage 281 cubic feet of permanent records.

Based on this experience, it is recommended that \$84,000 be set aside for Records DIRECT grant requests that may occur during the upcoming grant year.

THE APPLICATION AND REVIEW PROCESS

The Applications

All 21 counties and more than 40 eligible municipalities submitted drafts of their PARIS grant proposals to PARIS on 22 December 2005 and 15 December 2005, respectively. PARIS staff performed a technical review of the drafts to ensure that proposed projects were eligible for funding; spot obvious errors, omissions and missing forms; and identify areas in the application narrative that could be improved. PARIS staff provided each applicant with written comments on their draft proposals and suggestions for improving their final submission.

On 3 February 2006, PARIS received 50 final grant applications comprising 60 projects (7 CSSD projects; 20 Category II projects and 33 Category III needs assessment requests). CSSD funding requests totaled \$4,190,700; Category II municipal funding requests totaled \$1,427,240. Category III funding requests totaled 1,060,660. On 7 February 2006, PARIS received 21 county grant applications comprising 104 projects totaling \$25,214,194. A listing of project requests by applicant is provided as Attachment A of this report.

The Panel Evaluation Process

In March 2006, DARM recruited for service as grant reviewers 25 outside professionals specializing in archives and records management, electronic records and document imaging systems, archival preservation, local records grants programs, and local government services. Three reviewers were state employees working in other departments; all others were employed in the private sector, universities and historical societies, other state and local governments, or as consultants in the field. All reviewers participated in an orientation workshop in late-March, either in person or by conference call. Each of them received approximately 35 grant project proposals to review at home over a six-week period, and written comments and scores on the applications were due in the PARIS Grants office on 17 April 2006.

On 24 April 2006, all reviewers convened for a full day in Trenton to conclude the review process, assign final scores and render funding recommendations to the State Records Committee. DARM assigned the reviewers to one of four panels (six reviewers per panel), and each panel was moderated by a non-voting PARIS or DARM staff member. A second non-voting PARIS or DARM staff member served as panel recorder. The assignment of applications to review panels is provided as Attachment D to this report.

The PARIS or DARM staff member assigned to the panels moderated deliberations on each project, and worked to achieve consensus among the panelists, while recorders carefully noted final scores, major comments and criticisms, and funding recommendations. DARM panel moderators' scores and comments were not factored into the final scores and funding decisions.

All funding recommendations were based on the application review criteria listed in the PARIS guidelines for each grant category.

The funding recommendations and scoring of the outside panelists are reflected in the evaluation sheets finalized by the evaluators and submitted to the PARIS Grants Administrator. This information is available for review upon request to the PARIS Grants Administrator. The total funding recommended for award to counties, large municipalities and CSSD applicants was \$24,207,630. Of this amount, approximately 46 percent of the grants were recommended with specific conditions, or requirements. The requirements must be met to receive full funding of the project. Common requirements include the required completion of another, related project, such as an inventory, needs assessment or strategic plan, or the provision of additional information or documentation for approval by the State Records Committee (SRC).

Staff Assessment of Panel Results

The PARIS staff convened on 26 April 2006 to assess all of the panels' award recommendations for consistency. The staff review resulted in recommended adjustments of \$1,718,910 to county grant awards and \$800,000 to CSSD awards. The increase raised the recommended total of awards to \$26,726,540 for county, large municipalities and CSSD grants. The adjusted amounts are reflected in Attachment A in the final award column.

In this second round of PARIS grants, there has been considerable improvement in the quality of applications received from both the counties and municipalities. However, DARM acknowledges that because this program is still a new and complex program, applicants continued to experience some degree of difficulty with the grant guidelines and process.

Accordingly, PARIS's goal is to grant in a responsible manner as much of the available funding as possible to meet the priorities established for the program. With this in mind, the review panels and the staff developed funding recommendations and requirements intended to ensure that the grantees would have the resources they need to continue and build upon their significant progress in the development of an efficient archives and records management program. Similarly, funding is recommended for major improvements and expansion in counties with established records programs.

Staff recommendations were generally designed to ensure consistency across panels; correct misunderstandings regarding requirements for obtaining cost estimates; and to ensure that high priority projects such as shared services needs assessments and new or continuation enterprise wide EDMS solutions were funded.

CATEGORY I AWARDS: COUNTIES

The County of Atlantic

Atlantic County requested funding for five (5) projects totaling \$1,200,000. The panel recommended funding of \$913,350. The staff adjusted recommended funding to \$936,200.

Atlantic County Project 06010001: Staffing

Purpose: Hire a database analyst to manage electronic data, oversee servers, train employees, and draft a disaster recovery plan.

Request: \$66,640 **Recommendation:** \$66,200

Recommend modified funding.

Recommend modified funding of \$66,200, less \$400 for advertising fees that are not eligible and were presented as expenditures that were to be used prior to the 1 July 2006 award start date.

	Request	Recommend	Final Award
Professional Salaries	\$48,000.00	\$48,000.00	\$48,000.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$400.00	\$0.00	\$0.00
Employee Benefits	\$18,240.00	\$18,240.00	\$18,200.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$66,640.00	\$66,240.00	\$66,200.00

Atlantic County Project: 06010002: Continuation of Year-One Projects

Purpose: Purchase software to enhance 2005 data campus project, expand existing imaging system to include Departments of Finance and Human Resources and implement web-based E-filing (Portal II).

Request: \$373,856 **Recommendation:** \$355,400

Recommend modified funding of \$355,400.

The panel recommends modified funding of \$355,400, reflecting a deduction of \$18,500 for the book scanner. The panel concluded that the applicant did not present a convincing case for the need and cost efficiency of acquiring and using a book scanner for the proposed application.

The use of a scanner by the Tax Department, for example, “to free up valuable space” was not well thought-out. The county should look to its strategic plan for guidance regarding which departments should seek imaging or an electronic means of recordkeeping.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$236,756.00	\$236,756.00	\$236,800.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$137,100.00	\$118,600.00	\$118,600.00
TOTAL	\$373,856.00	\$355,356.00	\$355,400.00

Atlantic County Project 06010003: Archival Storage

Purpose: Retrofit old criminal courthouse archival storage room to meet state requirements for environmental climate control and shelving.

Request: \$176,340 **Recommendation:** \$0.00

Recommend no funding.

The panel concluded that the proposal lacks adequate justification or specification to warrant an award. The use of a retrofitted basement space for the storage of permanent historical records was considered highly questionable and probably not cost-effective, and the county provided no evidence that alternative solutions were sought or that the proposal was in line with a needs assessment. In the panel’s judgment, this would be at best a temporary solution to a problem that will continue, and the proposal does not address program priorities.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$176,340.00	\$0.00	\$0.00
TOTAL	\$176,340.00	\$0.00	\$0.00

Atlantic County Project 06010004: Feasibility Study

Purpose: Hire consultant to explore sharing a records storage center with municipalities on a cost recovery basis.

Request: \$95,000 **Recommendation:** \$72,200 **(Panel)**\$95,000 **(Staff)**

The panel recommended modified funding reducing the consultancy budget by \$22,800. Staff recommends full funding subject to specific requirements.

Given the nature of the vendor's scope of work (broad assessment of all 22 municipalities looking at common trends and common needs), the panel considered 2 days in each location for interviews and inventory to be sufficient, i.e., 46 days. An additional 30 days for administrative work by the consultant was considered sufficient for all remaining tasks. The revised total of 76 days at \$950 per day totals to an award of \$72,200

Staff recommends full funding of this project because municipal needs assessments are a high priority of the SRC and this particular proposal is expected to reach 100 percent of Atlantic County's municipalities. Atlantic County's municipalities are so small that they are not likely to be eligible for individual PARIS funding anytime soon. Experience has shown that it is unlikely that the \$72,200 provided will be sufficient.

Requirements

The grantee shall submit to the SRC for approval:

- Documentation of full support by all municipalities and the Atlantic County Community College for this project prior to contracting for services;
- a detailed plan of work and a draft competitive contracting RFP for approval by the SRC; and
- the final report.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$95,000.00	\$72,200.00	\$95,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$95,000.00	\$72,200.00	\$95,000.00

Atlantic County Project 06010005: Preservation and Conservation

Purpose: Complete inventory of Surrogate's office records; outsource backlog imaging of Clerk's office records; digitize old fingerprint and mug shot records for County Sheriff.

Request: \$488,164

Recommendation: \$419,600

Recommend modified funding.

The panel recommends modified funding in the amount of \$419,600, removing the Sheriff's portion of the project (\$68,610) from the funding award. After much consideration, the panel concluded that the Sheriff's component of the proposal was premature and poorly documented, despite PARIS staff inquiry, and decided that developing requirements in order to partially fund this project would be inappropriate.

Requirements

The grantee shall:

- Provide a more detailed plan of work for the component relating to the Clerk's office. It must specifically show how the vendor will approach imaging originals depending on the state of binding and record format. This will enable DARM staff to determine and advise on the best approach to reformatting (filming and producing digital images from the film, or visa versa);
- verify to DARM's satisfaction that the film being digitized is certified and of sufficient quality for conversion; and
- document to DARM's satisfaction its plan for the use and care of original records after the reformatting.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$488,164.00	\$419,554.00	\$419,600.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$488,164.00	\$419,554.00	\$419,600.00

The County of Bergen

Bergen County requested funding for five (5) projects totaling \$1,164,287. The panel recommended funding of \$832,265. The staff adjusted recommended funding to \$1,024,500.

Bergen County also requested and has been awarded a CSSD grant in the amount of \$260,000 to complete a municipal needs assessment of 35 of its municipalities including Hackensack, which was eligible for a \$20,000 needs assessment grant this year.

Bergen County Project 06020001: Records Management Staffing and Support

Purpose: Continue funding for Records Manager position and hire a Records Analyst 3.

Request: \$121,587 **Recommendation:** \$127,800

Recommend funding subject to specific modifications and requirements.

The panel was in complete agreement to fully fund the continuation of the Records Manager position, but concerned about the county's long-term commitment to this position. Major discussion occurred regarding the new proposed position of Records Analyst 3, with a request of \$25,000 in salary. The job description provided, and outlined duties, were consistent with a Records Analyst position, yet the salary was considered too low. After discussion, the panel recommends that the position be funded at \$40,000 plus all benefits. The total for the two positions, salary and benefits, is \$126,600 which funds the Records Analyst at nine months only. The panel funded the position for nine months based on the knowledge that filling such positions normally can take as long as three months. The panel highly recommends that this position report to the Records Manager, rather than the Director of Data Processing (head of the unit), as proposed.

The county also requested \$2,180 to fund training for five individuals. The panel recommends that this amount be reduced to \$1,200.

As a general comment for the entire application, the panel was very concerned at what seemed to be an obvious lack of any input from the county's existing Archivist (a position funded by the county). The panel recommends that this position be involved in records management planning for the county, benefit from funding, and that the county's Administration consider merging the units into one collective office of Archives and Records Management within a single reporting line.

Requirements

The grantee shall:

- Provide a detailed list of membership and training to be provided to staff with specific records management titles; and
- modify the reporting structure to have the new Records Analyst 3 report to the Records Manager.

	Request	Recommend	Final Award
Professional Salaries	\$83,100.00	\$88,100.00	\$88,100.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$2,180.00	\$1,145.00	\$1,200.00
Employee Benefits	\$36,307.00	38,491.00	\$38,500.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$121,587.00	\$127,736.00	\$127,800.00

Bergen County Project 06020002: Imaging, Indexing and Microfilming of Public Records

Purpose: Expansion of year-one countywide scanning project to include personnel, payroll and purchasing; microfilm restoration of vinegar syndrome affected films for County Clerk's office; digital conversion of Land Record Russell Index.

Request: \$727,400 **Recommendation:** \$395,974 (Panel) \$588,000 (Staff)

The panel recommended modification to \$395,974. Staff recommends restoration of funding to \$588,000 because it is a continuation of a high priority project.

Each of the three main components of this project was reviewed independently by the review panel, with funding recommendations as follows:

Re-creation of vinegar syndrome microfilm: Panel recommends full funding of \$15,974. The county has already documented that copies of appropriate microfilm (Ancient Deeds) will be provided to the New Jersey State Archives.

Conversion of Russell Indexing: The panel was pleased with this project, as it will increase access to land records tremendously, yet concluded that the project as presented was overly ambitious. The panel recommends that the scope be reduced, with the county awarded funds to convert as much indexing as possible from 1969 back with a funding level of \$300,000. If the project includes the digital conversion of paper index books, microfilm copies of the same must be provided to the New Jersey State Archives in accordance with PARIS guidelines.

EDMS expansion: The panel spent considerable time discussing the project, and was confused as to the role of the assessment in this project as it seemed to be "included" in the budget quotes and as part of the vendor's scope of services. The overall decision of the panel was to award \$60,000 for an assessment only of the county's entire administration to determine how the EDMS solution should be rolled out. Also included was \$20,000 for conversion of tax microfilm

to digital image with the requirement that the county demonstrate to the State Records Committee that the microfilm is certified.

Staff recommends that the EDMS Expansion aspect of this project be restored to the requested amount of \$272,000. The project is a true continuation of a year-one project, and involves key offices that are ideal candidates for inclusion in the solution. The offices identified for inclusion in an EDMS solution are purchasing, the tax board and personnel.

This recommendation is based on:

- The use of the term “needs assessment” within the application was misleading since the request is for a complete business process analysis of the departments. The county was already funded for a needs assessment in year-one, and the purpose of the requested analysis is to identify and integrate business process improvements such as converting appropriate processes to paperless processes and refining other aspects of the processes based on the implementation of the EDMS. This distinction was made as part of the clarification process by the applicant but was not taken into account during panel deliberations. The project is formulated in the true spirit of PARIS – as an enterprise-wide solution, that is being rolled out slowly over several years.
- The application is very complete and well written, documenting the rates of growth and access within each department.
- The project is similar to the EDMS solution in Morris, which includes the same “analysis” component for each specific department prior to rollout, above and behind the “normal” needs assessment that was already conducted.
- The plan allows the vendor to work closely with each department relative to their specific needs and records, thus providing a mini-solution specific to them within the larger scope of the enterprise-wide solution.
- The project falls within several high priorities established by the SRC: continuation of a year-one project, being an enterprise-wide solution, imaging of public records, increased public access (OPRA) to records and disaster recovery as the county has documented well how the records will be backed up in their off-site location in Paramus, sufficient distance from Hackensack.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$727,367.00	\$395,974.00	\$588,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$727,367.00	\$395,974.00	\$588,000.00

Bergen County Project 06020003: Conservation and Preservation - County Clerk

Purpose: Emergency triage, commercial storage, sorting, disposal and conservation of County Clerk's Land Record books.

Request: \$100,545 **Recommendation:** \$94,000

Recommend modified funding.

The panel has agreed to modified funding, reducing the allocation by the amount of \$6,600, which was designated for a second year of storage, which is not eligible under PARIS guidelines (projects must be for one year only).

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$100,545.00	\$93,945.00	\$94,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$100,545.00	\$93,945.00	\$94,000.00

Bergen County Project 06020004: Disaster Recovery Plan

Purpose: Pilot project for a formal disaster recovery plan for the Division of Data Processing data center and the office of the County Clerk.

Request: \$96,250 **Recommendation:** \$96,300

Recommend full funding subject to specific requirements.

Requirements

The grantee shall submit to the SRC for approval, a final unified countywide report (rather than two separate reports) even if recommendations and plans for the County Clerk within the final report differ from the rest of the county. The panel feels that this is best practice for procurement of these services and demonstrates that the county is working as one government entity.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$96,250.00	\$96,250.00	\$96,300.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$96,250.00	\$96,250.00	\$96,300.00

Bergen County Project 06020005: Clerk to Clerk Connectivity

Purpose: Develop a web-based portal for the Municipal Clerk's offices to share election data with the County Clerk's Election Division.

Request: \$118,360 **Recommendation:** \$118,400

Recommend full funding of this project.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$62,100.00	\$62,100.00	\$62,100.00
Supplies and Materials	\$56,260.00	\$56,260.00	\$56,300.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$118,360.00	\$118,360.00	\$118,400.00

The County of Burlington

Burlington County requested funding for five (5) projects totaling \$1,183,571. The panel recommended funding rounded by staff to \$1,082,700. Included in its request is a county shared services project inventorying the records of its 40 constituent municipalities.

Burlington County Project 06030001: Records Management Administration

Purpose: Continue funding Records Manager position for year two, including salary, benefits, and memberships. Purchase acid free boxes.

Request: \$87,358 Recommendation: \$91,100

Recommend increased funding to \$91,110 subject to specific requirements.

The panel recommends funding of all aspects of this project including an additional \$5,000 to cover the actual cost of the records manager's salary subject to specific requirements. Additionally, the training amount was reduced to \$2,500.

Requirements

The grantee shall provide:

- A detailed listing and receive prior approval of a plan for expenditure of the \$2,500 allocated for training; and
- Documentation of a competitive procurement process and receive prior approval of purchase of supplies

	Request	Recommend	Final Award
Professional Salaries	\$48,000.00	\$53,000.00	\$53,000.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$12,819.00	\$12,819.00	\$12,800.00
Training	\$5,500.00	\$2,500.00	\$2,500.00
Employee Benefits	\$21,039.00	\$22,791.00	\$22,800.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$87,358.00	\$91,110.00	\$91,100.00

Burlington County Project 06030002: Electronic Filing, Imaging, Scanning and Indexing

Purpose: Enhance and expand e-filing projects from year one.

Request: \$647,414 Recommendation: \$644,000

Recommend modified funding to \$644,000.

The panel recommends virtually full funding of this project, less \$3,386 for the microfilming of the health (septic) reports, which the panel concluded was ill-planned considering the volume and lack of justification.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$300,900.00	\$297,514.00	\$297,500.00
Supplies and Materials	\$2,400.00	\$2,400.00	\$2,400.00
Training	\$0.00	\$0.00	\$0.00

Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$344,114.00	\$344,114.00	\$344,100.00
TOTAL	\$647,414.00	\$644,028.00	\$644,000.00

Burlington County Project 06030003: High Density Shelving - Sheriff's Department

Purpose: Improve and increase adequate storage for records.

Request: \$96,799 **Recommendation:** \$96,800

Recommend full funding.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$23,500.00	\$23,500.00	\$23,500.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$73,299.00	\$73,299.00	\$73,300.00
TOTAL	\$96,799.00	\$96,799.00	\$96,800.00

Burlington County Project 06030004: County Clerk Deed Book Preservation

Purpose: Preserve critical, historical deed books through deacidification and Mylar encapsulation.

Request: \$200,000 **Recommendation:** \$98,800

Recommend modified funding subject to specific requirements.

The review panel discussed this project at length, and concluded that the application would have benefited greatly from the inclusion of a copy of the cited conservation report that the county had performed several years ago. A primary concern was the failure to document that the books, once conserved, would not fall into disrepair again due to continued public access.

For this reason, the panel recommends funding for the "group I" records, those 48 volumes that are the oldest and presumably most in need.

Requirements

The grantee shall:

- Include preservation microfilming as part of the final deliverable;
- retire the originals from public use and rely on microfilm for normal public access; and
- provide copies of microfilm from this project to the New Jersey State Archives in accordance with PARIS guidelines.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$200,000.00	\$98,800.00	\$98,800.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$200,000.00	\$98,800.00	\$98,800.00

Burlington County Project 06030005: Shared Services Demonstration Project

Purpose: Provide high level needs assessments, inventories and recommendations for municipalities for storage space, imaging facilities, microfilming or disaster recovery.

Request: \$152,000 **Recommendation:** \$152,000

Recommend full funding subject to specific requirements.

Requirements

The grantee shall:

- Formulate the scope of work to assure that the final deliverable will be a full inventory for each municipality;
- submit the final report to the SRC for approval; and
- consider working in conjunction with Mount Holly Township, which has a \$20,000 needs assessment award.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$152,000.00	\$152,000.00	\$152,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$152,000.00	\$152,000.00	\$152,000.00

The County of Camden

The County of Camden requested \$1,192,366 in funding for five (5) projects. The panel recommended a total rounded by staff to \$1,148,400.

Camden County Project 06040001: New Camden County Archives and Records Storage Center

Purpose: Develop the documents, drawings, and justification for the construction of a new, centralized archives and records storage facility.

Request: \$375,000 **Recommendation:** \$375,000

Recommend full funding subject to specific requirements.

Requirements

The grantee shall:

- Submit the year-one assessments being conducted by the county to the SRC for approval; and
- demonstrate that this project is the logical next step in the development of the county's overall records management program based on the completed needs assessment funded in year one.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$375,000.00	\$375,000.00	\$375,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$375,000.00	\$375,000.00	\$375,000.00

Camden County Project 06040002: Continuation of E-recording System in the County Clerk's Office

Purpose: Enhance the electronic recording program currently being installed to increase efficiency and provide a disaster recovery capability.

Request: \$203,621 **Recommendation:** \$203,600

Recommend full funding.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$203,621.00	\$203,621.00	\$203,600.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$203,621.00	\$203,621.00	\$203,600.00

Camden County Project 06040003: Continuation of Departmental Development

Purpose: Records management staff, memberships, training programs, conferences, education.

Request: \$236,797 **Recommendation:** \$233,727

Recommend modified funding subject to specific requirements.

The panel recommends reducing the training allocation to \$2,500 to cover those memberships and training opportunities that the county deems to be of most benefit.

Requirements

The grantee shall prepare a training plan for the records management staff and submit the plan to the SRC for approval.

	Request	Recommend	Final Award
Professional Salaries	\$167,610.00	\$167,610.00	\$167,600.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$5,570.00	\$2,500.00	\$2,500.00
Employee Benefits	\$63,617.00	\$63,617.00	\$63,600.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$236,797.00	\$233,727.00	\$233,700.00

Camden County Project 06040004: Continuation of Land Recording Indexing

Purpose: Expand year one project of indexing land records back to 1978 (currently doing 2003-1988)

Request: \$224,300 Recommendation: \$224,300

Recommend full funding.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$224,300.00	\$224,300.00	\$224,300.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$224,300.00	\$224,300.00	\$224,300.00

Camden County Project 06040005: Continuation of Temporary Remote Storage

Purpose: Continue to operate temporary remote storage facility during interim, transition period.

Request: \$152,648 Recommendation: \$111,800

Recommend modified funding subject to specific requirements.

The review panel had difficulty making a funding recommendation because the project budget numbers were unclear. There was insufficient information regarding how many boxes have already been transferred, how many have been identified for destruction and how many remain to be transferred and sorted. The reason for transporting boxes to commercial storage was also not provided in the application.

The panel recommended funding in the amount of \$111,800, which reflects a reduction in the allocation for destruction services and limits the number of boxes stored based on the destruction estimates provided.

Requirements

The grantee shall submit to the SRC for approval, a detailed statistical listing of volume transferred, volume estimated to be transferred yearly, and volume estimated for destruction and delivery during the grant period.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$152,648.00	\$111,800.00	\$111,800.00
Supplies and Materials	\$0.00	\$0.00	\$0.00

Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$152,648.00	\$111,800.00	\$111,800.00

The County of Cape May

Cape May County requested funding for five (5) projects totaling \$1,199,800. The panel recommended \$840,750. The staff recommended adjusting funding to \$925,800, reflecting the restoration of the training components in project 06050001.

Cape May County Project #: 06050001: Records Management Program

Purpose: Add a staff member and provide departmental training and professional development in program administration and records management, perform studies and assessments toward developing shared services programs, disaster recovery and business continuity plans.

Request: \$437,400 **Recommendation:** \$316,050 (Panel) \$357,300 (Staff)

The panel recommended modified funding in the amount of \$316,050. Staff recommends that the training component be restored subject to specific requirements.

Under purchased services the panel recommends no funding for consulting services for Training, Policies and Procedures, Part II (\$41,250). The county did not provide sufficient justification or explanation of the need for the consultant or how this component of the proposal relates to strategic planning. The panel concluded that the county's records management staff, in conjunction with the appropriate county offices, should be developing the county's policies and procedures and be able to develop and provide the ongoing training that will be necessary to maintain a robust and active records management program.

Under training, the panel recommends reducing the funding by \$79,200 to \$8,500. The proposed training budget of \$87,700 was not adequately explained or justified. Funding attendance at the Binomial conference in San Diego was considered inappropriate. Further, the "customized training" listed under several positions was not explained. The panel considered \$8,500 to be a sufficient budget to fund participation by appropriate individuals in appropriate professional training opportunities.

Staff recommends that the training component of this project, in the amount of \$41,250 be restored to a total of \$49,700 because Cape May is one of the few counties to request countywide

training, including manuals and therefore can serve as a prototype for other counties. It is staff's determination that the county as a whole and the new records management staff will benefit from the guidance of an experienced records management contractor to provide this initial countywide training.

Requirements

The grantee shall:

- Advertise the proposed position through DARM, MARAC, ARMA DVAG and the SAA listserve and the H-New Jersey Listserve;
- provide documentation relating to its proposed goals and strategies for management of permanent archival records identified in the County Inventory Management Plan;
- provide a detailed spending plan for the training budget, identifying the name and position of each person and the training activities in which they will participate. This plan shall include an explanation and justification for reference material and on-line training from ARMA; and
- not use PARIS funding for participation in the Binomial conference.

	Request	Recommend	Recommend
Professional Salaries	\$129,500.00	\$129,500.00	\$129,500.00
Purchased Services	\$165,900.00	\$123,750.00	\$123,800.00
Supplies and Materials	\$700.00	\$700.00	\$700.00
Training	\$87,700.00	\$8,500.00	\$49,700.00
Employee Benefits	\$53,600.00	\$53,600.00	\$53,600.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$437,400.00	\$316,050.00	\$357,300.00

Cape May County Project 06050002: Records Storage and Disaster Recovery

Purpose: Stabilize and normalize Records Recovery Center operations established in year-one.

Request: \$ 50,700 **Recommendation:** \$31,600

Recommend modified funding in the amount of \$31,600.

The panel recommends modified funding of \$31,600, deducting \$19,100 for the proposed vehicle purchase. Although vehicles are eligible for funding, the county did not provide sufficient justification or make a convincing case that there were no existing means or alternatives for transporting the materials involved.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$31,600.00	\$31,600.00	\$31,600.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$19,100.00	\$0.00	\$0.00
TOTAL	\$50,700.00	\$31,600.00	\$31,600.00

Cape May County Project 06050003: Enterprise-Wide Shared Services

Purpose: Shared services projects: implement Level 2 enhanced e-recording functions for land records; fully implement enterprise-wide electronic content management systems for Clerk of the Board and Engineering; regional backup and recovery systems.

Request: \$339,200 **Recommendation:** \$329,200

Recommend modified funding.

The panel recommends modified funding of \$329,200, reflecting a reduction of the portal maintenance cost by \$10,000. Monmouth County's quote (page 3-13) for the annual maintenance fee is itemized as Level I - \$4,572 and Level II - \$5,428 for a **total** of \$10,000. The application appears to have double-counted the total.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$188,800.00	\$178,800.00	\$178,800.00
Supplies and Materials	\$150,000.00	\$150,000.00	\$150,000.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$400.00	\$400.00	\$400.00
TOTAL	\$339,200.00	\$329,200.00	\$329,200.00

Cape May County Project 06050004: Conservation and Preservation

Purpose: Provide conservation treatments to permanent collections with historic significance: indexes to wills, almshouse records, maps and land drawings, historic photographs, and deeds, etc.

Request: \$184,800 Recommendation: \$65,400

Recommend modified funding of \$65,400.

The panel recommends modified funding, reducing purchased services to \$65,400. The panel deducted \$96,062.50 for conservation of what are described as non-public records of the Cape May County Historical and Genealogical Society, as well as \$1,000 for supplies that are not referenced or explained anywhere. The panel further cut \$22,408 for county museum building upgrades (security cameras) as there is no evidence that this structure holds public records.

Requirements

The grantee shall provide DARM with copies of microfilm of historical records according to PARIS guidelines.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$161,400.00	\$65,400.00	\$65,400.00
Supplies and Materials	\$1,000.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$22,400.00	\$0.00	\$0.00
TOTAL	\$184,800.00	\$65,400.00	\$65,400.00

Cape May County Project 06050005: Back-File Scanning and Imaging

Purpose: Continue to scan and/or microfilm series identified as high priority by year-one needs assessment.

Request: \$187,700 Recommendation: \$98,500(Panel) \$142,300 (Staff)

The panel recommended modified funding subject to specific requirements; the staff recommended an additional amount based on the needs assessment submitted with the request.

The panel recommends modified funding of \$98,500. This includes \$68,500 for purchased services, representing 50% of the funding requested. The panel considered the related quotes and figures to be problematic, and identified issues with the non-permanent nature of many of the record series identified. The equipment budget was also considered not fully justified since the request was for four scanning stations and only the planning department was specifically

mentioned by name. The panel concluded that \$30,000 for equipment to set up the imaging operation would be sufficient for the grant period.

The staff recommends increasing the amount for purchased services to \$112,300 because the needs assessment included with the request specifically recommended pursuit of back file imaging. Of the \$112,300, \$107,300 was for backfile imaging and \$5,000 was for aerial backfile conversion.

Requirements

The grantee shall:

- Itemize the equipment to be purchased and provide the SRC with an opportunity to review and approve what is needed to set up the imaging operation; and
- specifically identify and justify the records series to be scanned and submit to the SRC for approval.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$137,000.00	\$68,500.00	\$112,300.00
Supplies and Materials	\$700.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$50,000.00	\$30,000.00	\$30,000.00
TOTAL	\$187,700.00	\$98,500.00	\$142,300.00

The County of Cumberland

Cumberland County requested funding for five (5) projects totaling \$1,200,037. The panel recommended funding of \$925,072. The staff adjusted the recommendation to \$994,100, which reflects a restoration of \$69,000 to project 06060002 for the funding of the pilot imaging system for the Clerk of the Board, which met the vendor price quote requirement.

Cumberland County Project 06060001: IT Infrastructure Development

Purpose: Upgrade to existing IT infrastructure to connect various county facilities/campuses.

Request: \$325,200 **Recommendation:** \$325,200

Recommend full funding.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$325,200.00	\$325,200.00	\$325,200.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$325,200.00	\$325,200.00	\$325,200.00

Cumberland County Project 06060002: Imaging and Microfilming of Public Records

Purpose: Implement pilot imaging system in the Clerk of the Board's office, back-file imaging in other offices, electronic recording expansion.

Request: \$247,640 **Recommendation:** \$65,900 (Panel) \$134,900 (Staff)

The panel recommends modified funding subject to specific requirements. Staff recommends restoration of the imaging system for the Clerk to the Board.

The review panel reviewed each of the two main components of this project independently and made the following recommendations:

- Continuation of e-recording, County Clerk: the panel recommends full funding as requested at \$65,900;
- Pilot Imaging System, Clerk of the Board and Purchasing: The review panel recommends that this aspect of the project not be funded. The panel concluded that the budget documentation was poor; and that costs, including those for consultants, were not fully justified.

Staff recommends that funding for the pilot imaging system for the Clerk of the Board be restored in an amount of \$69,000.

This recommendation is based on the belief that the panel is penalizing an applicant for a vendor quote policy that was established and endorsed as part of the grant application guidelines. The current environment in New Jersey is such that obtaining quotes or undergoing a complete procurement process prior to submission of the application is not possible. The price quote requirement was met by the applicant when they identified a similar project in another county to use for the estimate.

Requirements

The grantee shall submit for approval by the SRC, a plan of work and appropriate cost proposals reflecting the work to be performed for the revised grant allocation of \$69,000 for the pilot imaging system.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$247,640.00	\$65,900.00	\$134,900.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$247,640.00	\$65,900.00	\$134,900.00

Cumberland County Project 06060003: Office of Archives and Records Management Staffing Support

Purpose: Continuation of staff funding from year-one, including training, memberships, supplies, etc.

Request: \$236,397 **Recommendation:** \$233,500

Recommend modified funding subject to specific requirements.

The review panel recommends that allocation for training be reduced to \$3,000. The applicant is encouraged to carefully research which training opportunities would best fit the needs of the current records management staff and consider participation in the NAGARA conference in Washington, D.C.

Requirements

The grantee shall prepare a training plan for the records management staff and submit the plan to the SRC for approval.

	Request	Recommend	Final Award
Professional Salaries	\$164,800.00	\$164,800.00	\$164,800.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$5,925.00	\$3,000.00	\$3,000.00
Employee Benefits	\$65,672.00	\$65,672.00	\$65,700.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00

TOTAL	\$236,397.00	\$233,472.00	\$233,500.00
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Cumberland County Project 06060004: Conservation and Preservation

Purpose: Conservation and Preservation based upon the findings of the needs assessment currently in progress.

Request: \$70,000 **Recommendation:** \$70,000

Recommend full funding subject to specific requirements.

Requirements

The grantee shall:

- Identify specific records that will receive treatment and identify the specific treatment to be provided. Document the prioritization of records selected in accordance with their archival value;
- document to the SRC that the conserved records will be properly stored once returned to the county;
- focus on preservation microfilming until the above concerns can be met; and
- provide copies of any created microfilm to the New Jersey State Archives in accordance with the PARIS grant guidelines.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$70,000.00	\$70,000.00	\$70,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$70,000.00	\$70,000.00	\$70,000.00

Cumberland County Project 06060005: Retrofitting of Facility

Purpose: Retrofitting of an existing facility for use in records storage and/or disaster recovery. Project will rely on the outcome of a facilities assessment and engineering study currently in progress.

Request: \$320,800 **Recommendation:** \$230,500

Recommend modified funding subject to specific requirements.

The panel acknowledged that the county's long-term vision of establishing a countywide facility is a good one. The panel based their funding recommendation on the following concerns:

- The assessment by the architect was a draft one, leaving question as to the best way to proceed with retrofitting this facility;
- The data from the countywide needs assessment is not available yet, leaving some major questions open, such as how much storage space is currently needed, how much expansion may be needed, and what the general needs of the county are in terms of archival storage space;
- The county makes a point of stating that participation by the municipal governments in this facility is planned, yet makes no effort to assess the municipal needs, or even determine interest in shared services, all of which was a high priority set by the SRC this year;
- There is no mention of what will happen to the records during the facility retrofit;
- There is no mention of how the county plans to prepare for the other funding (over \$700,000) that is recorded within the application as being needed to complete this project. There is no indication whether it is to be county-provided, grant provided, or sought in year-three of the county's PARIS application.

The panel makes the following recommendations:

- Fund the actual replacement of the roof, as a high-level priority, in an amount of \$80,500;
- Fund an assessment and inventory of the county's municipal governments to determine interest and needs relative to this project. This is funded at \$150,000;
- The county is highly encouraged to request additional funding for this project in year-three, with supportable documentation.

Requirements

The grantee shall:

- Provide the SRC with a detailed plan for management of the records stored in the facility during the construction phase;
- ensure that a deliverable of the municipal needs assessment is a records inventory of each municipal government; and
- submit the final report to the SRC for approval.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$320,800.00	\$230,500.00	\$230,500.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$320,800.00	\$230,500.00	\$230,500.00

The County of Essex

Essex County requested funding for five (5) projects totaling \$1,199,500. The panel and staff recommended funding rounded to \$1,111,600. Essex County is recommended to receive a CSSD grant totaling \$1,200,000 to implement a comprehensive intergovernmental interagency Public Safety Records Management system connecting the business processes and records of the Essex County Prosecutor, The Essex County Sheriff, County Administration, and the Newark Police Department.

Essex County Project 06070001: Continuation of Funding For Staffing-Records Manager

Purpose: Continue funding for records manager.

Request: \$78,452 **Recommendation:** \$78,500

Recommend full funding.

	Request	Recommend	Final Award
Professional Salaries	\$58,000.00	\$58,000.00	\$58,000.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$3,000.00	\$3,000.00	\$3,000.00
Employee Benefits	\$17,452.00	\$17,452.00	\$17,500.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$78,452.00	\$78,500.00	\$78,500.00

Essex County Project 06070002: Imaging Systems and Microfilming-Public Works-Continuation From 2005-06

Purpose: Continuation of Department of Public Works document conversion project to include all drawings, color drawings, and files.

Request: \$225,000 **Recommendation:** \$225,000

The panel recommends full funding subject to specific requirements.

Requirements

The grantee shall submit for approval by the SRC:

- A detailed timetable and listing of deliverables;

- a description of how this imaging project will integrate with other imaging databases within the county; and
- a day forward plan for imaging new records to prevent future backlogs.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$225,000.00	\$225,000.00	\$225,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$225,000.00	\$225,000.00	\$225,000.00

Essex County Project 06070003: Office of the Sheriff-Records Management System

Purpose: Purchase a records management system to provide for all of the functions performed by both the civil and criminal divisions of the Sheriff's office.

Request: \$442,000 **Recommendation:** \$442,000

Recommend full funding.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$442,000.00	\$442,000.00	\$442,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$442,000.00	\$442,000.00	\$442,000.00

Essex County Project 06070004: Document Conversion Services-Office of the Prosecutor-Homicide Case Files

Purpose: Index, organize, digitize, microfilm and weed the entire inventory of prosecutor homicide case files.

Request: \$215,492 **Recommendation:** \$215,500

Recommend full funding subject to specific requirements.

Panel recommends full funding but is concerned that this project should not have been presented solely as a back-file conversion project, and should consider the design of a day forward network imaging solution to prevent future backlogs.

Requirements

The grantee shall:

Submit to the SRC for approval, a detailed work plan including timetable and deliverables which specifically:

- Makes provision for day forward system;
- assures that the system implemented allows access to multiple users; and
- includes indexing and quality control as part of the project.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$215,492.00	\$215,500.00	\$215,500.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$215,492.00	\$215,500.00	\$215,500.00

Essex County Project 06070005: Document Conversion Services-County Clerk and Administration and Finance

Purpose: Provide back file imaging, indexing and microfilming of Trade Name files, Construction Lien files, and State Tax Liens. Implement electronic filing program in Department of Administration and Finance.

Request: \$238,556 **Recommendation:** \$150,600

Recommend modified funding subject to specific requirements.

As with other projects recommended for funding, the project should have been presented not solely as a backfile conversion project but should have considered the design of a day-forward network imaging solution to prevent any future backlogs.

The panel recommends eliminating payroll imaging, because the project includes an excessive number of records for an 11-year span. The county should revisit the payroll component of this project in the future.

Requirements

The grantee shall:

Submit to the SRC for approval, a detailed work plan including timetable and deliverables which specifically:

- Makes provision for day forward system;
- assures that the system implemented allows access to multiple users; and
- includes indexing and quality control.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$238,556.00	\$150,600.00	\$150,600.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$238,556.00	\$150,600.00	\$150,600.00

The County of Gloucester

Gloucester County requested funding for five (5) projects totaling \$1,200,000. The panel and staff recommended funding of \$1,183,800 incorporating the \$150,000 request for CSSD funding into project 06070002. Staff recommended merging project five with project 06070002 as well since it also involves planning consulting.

Gloucester County Project 06080001: Records Management Staff, Training, Memberships

Purpose: Continue funding for two records management staff hired in year one.

Request: \$166,000 **Recommendation:** \$160,800

Recommends modified funding subject to specific requirements.

The panel recommends full funding of two records management positions. The training request has been reduced to \$4,000. Supplies and materials were reduced to \$600, as the panel concluded that “incidental” items should be part of the county’s own budget.

Requirements

The grantee shall prepare a training plan for the records management staff and submit the plan to the SRC for approval.

	Request	Recommend	Final Award
Professional Salaries	\$113,753.00	\$113,753.00	\$113,760.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$1,100.00	\$600.00	\$600.00
Training	\$8,900.00	\$4,000.00	\$4,000.00
Employee Benefits	\$42,247.00	\$42,427.00	\$42,440.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$166,000.00	\$160,780.00	\$160,800.00

Gloucester County Project 06080002: Extensive Feasibility and Engineering Facility Study

Purpose: Determine the current and future needs of the county for a center for records and archives.

Request: \$60,000 **Recommendation:** \$221,400

Recommend modified funding to include a municipal needs assessment and the continuation of the disaster recovery plan requested as project 5. This project is funded subject to specific requirements.

The panel recommends full funding of the facility study at \$60,000, and recommends that the \$150,000 requested under the CSSD grant and the \$11,400 requested for continuation of the development of the county disaster recovery plan be merged with this project because they are each an important component of countywide planning.

Requirements

The grantee shall complete the municipal needs assessment prior to initiating the facilities study.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$60,000.00	\$210,000.00	\$221,400.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$60,000.00	\$210,000.00	\$221,400.00

Gloucester County Project 06080003: Preservation and Conservation of Public Records

Purpose: Continue to preserve historical maps in the J. Owen Carter collection and the Surrogate's office and apply a preservation treatment plan to documents at the Gloucester County Historical Society.

Request: \$186,000 **Recommendation:** \$31,000

Panel recommends modified funding.

The review panel recommends that funding be awarded in the amount of \$31,000 to cover the continuation of the Surrogate's project (\$25,000) and the treatment plan for the Gloucester County Historical Society (\$6,000) only. Reductions are recommended with the following comments:

- The shelving component includes no documentation regarding how records stored in these offices, on this shelving, will differ from any records stored in a future records center;
- the project included no shelving plans or other documentation that would have greatly increased support for the project;
- there was no documentation regarding handling and storage of the conserved maps once they were returned to the county; and
- the statement that original conserved maps will be displayed by the county combined with the absence of any detailed explanation of how the conserved originals would be cared for indicated a lack of archival understanding.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$61,000.00	\$31,000.00	\$31,000.00
Supplies and Materials	\$125,000.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$186,000.00	\$31,000.00	\$31,000.00

Gloucester County Project 06080004: Electronic Imaging Systems and Services

Purpose: Continue imaging projects begun in year one.

Request: \$776,600 **Recommendation:** \$770,600

Recommend modified funding.

The panel recommends full funding, with a \$6,000 reduction based on the actual quote of \$94,000 that was rounded up to \$100,000 for one aspect of the project that involved mortgage conversion.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$558,200.00	\$552,200.00	\$552,200.00
Supplies and Materials	\$130,000.00	\$130,000.00	\$130,000.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$88,400.00	\$88,400.00	\$88,400.00
TOTAL	\$776,600.00	\$770,600.00	\$770,600.00

Gloucester County Project 06080005: Countywide Disaster Planning and Recovery

Purpose: Complete year one disaster recovery planning by evaluating the six key record sites overlooked during the first grant cycle.

Request: **\$11,400** **Recommendation:** **\$0.00**

Recommend full funding as part of project 2.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$11,400.00	\$11,400.00	0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$11,400.00	\$11,400.00	\$0.00

The County of Hudson

Hudson County requested funding for five (5) projects totaling \$1,199,900. The panel and staff recommended funding of four (4) projects at \$1,060,900. Included in funding of project 3 is \$80,000 for needs assessments of two newly eligible Hudson County municipalities, Bayonne and West New York. Hudson County has also been awarded a CSSD grant of \$265,600 to establish a virtual private network with all 12 of the county's constituent municipalities.

Hudson County Project 06090001: Office of Archives and Records Management Operations and Support

Purpose: Continue funding the Archivist, Records Manager, Supervising Clerk and Clerk/Typist and fund new position of Microfilm Machine Operator. Purchase steel shelving and modular archival vault system.

Request: \$350,500 **Recommendation:** \$315,800

Recommend modified funding subject to specific requirements.

The funding for all continuation positions is recommended. Funding of the Microfilm Operator position is not recommended as the panel recommends not funding the project that this position would be affiliated with.

Requirements

The grantee shall:

- Document the need for replacement shelving and the appropriateness of the shelving selected; and
- submit for approval by the SRC a detailed training plan that identifies specific individuals, specific training and all related costs.

	Request	Recommend	Final Award
Professional Salaries	\$189,526.44	\$164,500.00	\$164,500.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$5,800.00	\$4,600.00	\$4,600.00
Employee Benefits	\$64,435.21	\$55,900.00	\$55,900.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$90,738.35	\$90,800.00	\$90,800.00
TOTAL	\$350,500.00	\$315,800.00	\$315,800.00

Hudson County Project 06090002: Countywide Imaging and Microfilming of Public Records

Purpose: Establish a microfilm unit within the office of Archives and Records Management. Image various public records for the office of the Board of Chosen Freeholders.

Request: \$184,400 **Recommendation:** \$0.00

Recommend no funding.

The panel recommends that this project not be funded based on the following concerns:

- The overall microfilming project was deemed pre-mature;
- other projects proposed and recommended for funding will provide great support for this project in the future, including the inventory/assessment of all county municipalities; and
- it was unclear how the microfilming would be done. Records at the end of their records retention and records not being retrieved were targeted for scanning.

Recognizing the need for microfilming, and the shared services implications of this project, the panel highly recommends that the county resubmit this project in the future when more detailed assessment documentation is available.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$147,200.00	\$0.00	\$0.00
Supplies and Materials	\$2,300.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$34,900.00	\$0.00	\$0.00
TOTAL	\$184,400.00	\$0.00	\$0.00

Hudson County Project 06090003 Countywide Inventory and Records Management Assessment

Purpose: Facility study of Archives Building in Secaucus, Judge Brennan Court House in Jersey City, Warehouse 77 in Kearny, and Block Drug Building in Jersey City. The project includes a shared services needs assessment including all 12 municipalities in county.

Request: \$242,750 **Recommendation:** \$322,800

Recommend full funding subject to specific requirements.

The panel recommends full funding. Funding in the amount of \$80,000 has been added for the full needs assessment and inventory of two PARIS eligible municipalities, Bayonne and West New York. Hudson County, Bayonne and West New York are commended for combining their available PARIS funding and cooperating in the accomplishment of this project.

Requirements

The grantee shall submit for approval by the SRC:

- The municipal needs assessments prior to undertaking the facility study; and
- the strategic plans for Bayonne and West New York in addition to the needs assessments.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$242,750.00	\$322,750.00	\$322,800.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	0.00	0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$242,750.00	\$322,750.00	\$322,800.00

Hudson County Project 06090004: Electronic Imaging and Records Management for the Office of the Sheriff

Purpose: Implement an electronic imaging and archives records storage and retrieval program for the office of the Sheriff-Bureau of Criminal Identification.

Request: \$249,550 **Recommendation:** \$249,600

Recommend full funding.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$249,550.00	\$249,600.00	\$249,600.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$249,550.00	\$249,600.00	\$249,600.00

Hudson County Project 06090005: Infrastructure Upgrade

Purpose: Continue infrastructure upgrade, including Nortel Switches Model 5520, Net Latency Inc.'s Switch traffic/performance monitor software, and Fluke's Optiview Series II Pro Network Analyzer.

Request: \$172,700 **Recommendation:** \$172,700

Recommend full funding subject to specific requirements.

Panel recommends full funding with the following comments: The existing project narrative does not address how the proposed solution specifically solves their problem.

Requirements

The grantee shall submit for approval by the SRC, a detailed enumeration of projected network capacity; how the expanded capacity will enhance records management systems operations and how the proposed solution will address current records management deficiencies.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$172,700.00	\$172,700.00	\$172,700.00
TOTAL	\$172,700.00	\$172,700.00	\$172,700.00

The County of Hunterdon

Hunterdon County requested funding for five (5) projects totaling \$1,176,800. The panel recommended \$669,000. The staff adjusted recommended funding to \$1,052,700. Included in the award recommendation is funding in the amount of \$174,500 for a portion of Hunterdon's Hall of Records Project 0510002, which will not be required until well into year two of the PARIS grant cycle.

Hunterdon County Project 06100001: Land Records Management System-Phase 2

Purpose: Continuation of last year's upgrade of the County Clerk's Land Records and Imaging System and backfile conversion project.

Request: \$400,000 **Recommendation:** \$385,500

Recommend modified funding.

The panel recommends modified funding of \$385,500, which is the actual sum of the quotes and budget items before the applicant rounded the figure to \$400,000.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$240,000.00	\$228,100.00	\$228,100.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$160,000.00	\$157,400.00	\$157,400.00
TOTAL	\$400,000.00	\$385,500.00	\$385,500.00

Hunterdon County Project 06100002: Historic Records Assessment and Conservation-Phase 2

Purpose: Implement treatment plan and conserve and preserve documents identified by the needs assessment preservation survey report performed by CCAHA.

Request: \$250,000 **Recommendation:** \$85,000 (panel) \$274,500 (staff)

Panel recommended modified funding of \$85,000 subject to specific requirements. Staff recommends an adjustment in funding to \$274,500 to increase the project funding to \$100,000 and to allow funding of the portion of the year one Hall of Records Project that will run well into year two of the project.

The panel recommends modified funding of \$85,000. The amount requested by the county was not explained or justified, and the quotes were confusing at best. Vendor quotes on pages 1-43 and 44 reflect less than half of the \$250,000 amount requested. The applicant's PARIS-7 form (p. 1-50) quotes \$231,000, but this figure is not explained elsewhere. Further, the panel considered the material identified, which comes only from the Clerk's office to be more than could be treated in the grant period. The panel concluded that a budget of \$85,000 for the grant period would be sufficient for the county to make major progress on conservation priorities, balancing conservation of records from both the Clerk and Surrogate offices.

Staff recommends raising the allocation to \$100,000 in order to be consistent with similar project awards for other counties. In addition, staff interpretation of the plan, as presented, called for these records to be retired post conservation so this project should be restructured to include microfilm.

In addition, it is recommended that funding in the amount of \$174,200 for Hunterdon's Hall of Records Project 0510002, which will not be required until well into year two of the PARIS grant cycle, be allocated under this project.

Requirements

The grantee shall:

- Develop a plan to include/replace some of the scope with appropriate preservation microfilming;
- submit a specific conservation treatment plans from an appropriate vendor, balancing the priorities of the Clerk and Surrogate, for SRC approval; and
- provide the New Jersey State Archives with any resultant microfilm of historical records in accordance with PARIS guidelines.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$250,000.00	\$85,000.00	\$100,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$174,500.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$250,000.00	\$85,000.00	\$274,500.00

Hunterdon County Project 06100003: Records/Facilities Management Needs Assessment-Phase 2

Purpose: Continuation and expansion of first year needs assessment project.

Request: \$100,000 **Recommendation:** \$26,600 (Panel) \$76,600 (Staff)

The panel recommended modified funding of \$26,550. Staff recommends increased funding subject to specific requirements.

The applicant rounded the budget up from actual quotes totaling \$94,600. The panel recommends cutting \$50,000 for the architectural study, which was not justified by the application and which was further identified as largely potentially unneeded and dependent upon significant unknowns. In view of the ongoing facility assessments, the panel considered the request for funding of the architectural study to be unnecessary.

The panel further recommends that the consultancy costs be reduced to \$26,550 (28 days as opposed to 47), since much in the proposal duplicates what would have been done in last year's assessment and a case was not made for the budget now requested.

Staff agrees with the panel comments but recommends that the project be clearly reformulated to include needs assessments for major county entities, including the prosecutor's and sheriff's offices. It should incorporate the records storage and management needs of the overall county

program and utilize that information along with information obtained in the year one needs assessment to formulate a thorough and specific plan for county facilities expansion/modifications.

Requirements

The grantee shall submit for approval by the SRC:

- All related RFPs/scope of work and vendor proposals; and
- all reports resulting from this project.

	Request	Recommend	Recommend
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$100,000.00	\$26,600.00	\$76,600.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$100,000.00	\$26,600.00	\$76,600.00

Hunterdon County Project 0610004: Implementation of Strategic Document Management Plan-Phase 1

Purpose Provide the county with a centralized document management system by expanding the countywide area network using spring's high-speed fiber network and providing an efficient way to store and recover electronic data by implementing Microsoft's Exchange Server

Request: \$276,800 **Recommendation:** \$169,100

Recommend modified funding.

The panel recommends modified funding of \$169,100, deducting \$107,700 for the MS office upgrade. While such software could be eligible for funding based on PARIS guidelines, the applicant did not convince the panel that the upgrade served a critical records management related purpose.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$90,200.00	\$90,200.00	\$90,200.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$186,600.00	\$78,851.00	\$78,900.00
TOTAL	\$276,800.00	\$169,051.00	\$169,100.00

Hunterdon County Project 06100005: Records Management Support/Equipment/ Education and Memberships

Purpose: Multi-task project to implement document management and training systems with key departments within the city.

Request: \$150,000 **Recommendation:** \$2,800 (Panel) \$147,000 (Staff)

Recommend modified funding, subject to specific requirements.

The panel reached consensus that the bulk of the proposal was vague and not supportable and recommended modified funding of \$2,800 for training costs. The vendor's proposed twenty half-day training sessions were not well justified. According to the PARIS-2, there is only one person dedicated to records management. It was unknown as to who the other "Records Department Personnel" attending conferences might be. The panel concluded that only funding the training component at a level of \$2,800 based on costs and personnel actually identified (page 1-114), is appropriate.

Staff recommends restoration of \$10,962 for a high volume shredder for the records center based on the rationale that having a shredder within the records center will reduce the need to outsource and potentially make the county records center a resource for municipalities.

Staff recommends restoring the \$63,000 in purchased services for countywide training and development of a county specific records manual because it is a high priority, county infrastructure project that will establish a foundation for building and maintaining a comprehensive records management program.

Finally, the Hummingbird equipment is a resubmission of a year one enterprise-wide EDMS solution that was delayed until the results of the countywide needs assessment were complete and until the infrastructure requested under this year's Hunterdon County 06100004 could be

installed. Therefore, staff recommends restoring funding for the Hummingbird equipment to \$30,000 in purchased services and \$40,211 for equipment.

Requirements

The grantee shall submit for approval by the SRC:

- All related RFPs/scope of work and vendor proposals;
- a detailed staff training plan which identifies individuals to be trained, conferences and training to be received and associated costs; and
- for the countywide training in addition to the information referenced above, a project narrative which includes:
 - Details relating to procurement of the training manual including specifications;
 - identification of the target audience in terms of number title and function
 - a training plan inclusive of approach to distribution of manual and schedule for reaching everyone identified in the target audience.

	Request	Recommend	Recommend
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$93,000.00	\$0.00	\$93,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$5,000.00	\$2,800.00	\$2,800.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$52,000.00	\$0.00	\$51,200.00
TOTAL	\$150,000.00	\$2,800.00	\$147,000.00

The County of Mercer

Mercer County requested funding for five (5) projects totaling \$1,199,800. The panel recommended funding of \$874,001. The staff adjusted the recommended funding to \$1,074,000.

Mercer County Project 06110001: Enhancement of Electronic Document Management System

Purpose: Implement records management and imaging software that will enhance indexing, filing, and retrieval, as well as provide electronic duplicates of source and application-created documents.

Request: \$463,800 **Recommendation:** \$239,236 (Panel) \$439,200 (Staff)

Recommend modified funding subject to specific requirements. Staff recommends restoration of \$200,000 in funding.

The panel reviewed the two main components of this project separately (County Clerk e-recording expansion and EDMS expansion) and made the following recommendations:

- **E-recording expansion:** The review panel recommends funding of this component, but had difficulty determining how much of the larger request was allocated for this project. The summary paperwork seemed to stress that \$89,900 was needed, whereas the budget support paperwork was higher, at \$239,236. The review panel recommends the higher amount, with the requirement that the county provide the SRC with a detailed list of each item needed for this project, and the associated costs;
- **EDMS Expansion:** The panel agreed that this project is a great concept, but needs to be further developed. The panel recommends no funding, based on the following:
 - Simple questions posed to the county from the PARIS staff during the initial review went unanswered (functions of each office);
 - It was not clear which offices were to be included, as different parts of the application mentioned different offices;
 - The fact that the needs assessment has not been completed leads to a general lack of support for such a large project;
 - Lack of documentation on what records on the enclosed retention schedules, for each office, would actually be imaged. It left the review panel with the feeling that “all” records would be, regardless of retention, access, and distribution.

Staff recommends that the aspects of this project pertaining to the Surrogate’s office and the Prosecutor’s office be restored. The project is a true continuation/expansion of a year-one project, and these two key offices are ideal candidates for inclusion in the solution being implemented in year one.

This recommendation is based on the following observations:

- The project falls within high PARIS priorities: imaging of public records, access (OPRA) and disaster recovery (backing up of the electronic records as part of the countywide IT solution, and microfilm creation);
- This project was recommended for full funding by many panel members, and a true 100% consensus was not reached. The panel finally had to resort to a majority rule that lead to this funding recommendation;
- The final comments are indeed justified; therefore, the staff recommendation is to limit the restoration to two key offices: the Surrogate and Prosecutor; and
- Mercer County has made tremendous progress since year-one; restoration would be a means of recognizing that progress. There is still a need for flexibility in year-two as counties continue to make tremendous progress in accomplishing the objectives of the PARIS grants program.

Requirements

The grantee shall:

- Provide the SRC with a detailed listing of each item needed for the e-recording expansion and associated costs; and
- submit a new plan of work, quotes, and all appropriate documentation for expanding the EDMS system to the Surrogate's office and the Prosecutor's office.

	Request	Recommend	Final
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$151,360.00	\$239,236.00	\$439,200.00
Supplies and Materials	\$312,440.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$463,800.00	\$239,236.00	\$439,200.00

Mercer County Project 06110002: Storage of Public Records

Purpose: Relocation to off-site commercial storage of permanent and inactive records awaiting retention expiration. Completion of shared services needs assessment of 11 municipalities within the county.

Request: \$112,500 **Recommendation:** \$112,500

Recommend full funding.

	Request	Recommend	Final
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$112,500.00	\$112,500.00	\$112,500.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$112,500.00	\$112,500.00	\$112,500.00

Mercer County Project 06110003: Microfilming and Imaging of Public Records

Purpose: Back file imaging and microfilming project targeting paper documents in relatively good condition from the 1940s to the present, prioritizing the newest and most frequently used documents.

Request: \$241,000 Recommendation: \$241,000

Recommend full funding subject to specific requirements.

The panel recommends full funding.

Requirements

The grantee shall:

- Assure that the project shall include back-file conversion of records in the County Clerk and Engineering offices back to 1940; and
- provide copies of microfilm to the New Jersey State Archives in accordance with PARIS guidelines for those records of historic value and work with DARM in determining which records are candidates.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$229,900.00	\$229,900.00	\$229,900.00
Supplies and Materials	\$11,100.00	\$11,100.00	\$11,100.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$241,000.00	\$241,000.00	\$241,000.00

Mercer County Project 06110004: Conservation and Preservation of Public Records

Purpose: Conservation and preservation of historic documents created by the offices of the County Clerk, Surrogate, Sheriff, and Board of Chosen Freeholders, including deeds and mortgages and Freeholders minutes.

Request: \$120,500 Recommendation: \$60,000

Recommend modified funding subject to specific requirements.

The review panel recommends funding this project at \$60,000 because there was no mention of where the conserved records will be stored after treatment, leading the reviewers to feel that no plan is in place for the care of these records post-conservation.

Requirements

The grantee shall:

- Submit to the SRC for approval, a new plan and scope of work, outlining (based on the soon to be completed needs assessment) what work is to be done;
- understand that until item one is complete, the award is for the preservation microfilming of those older records that receive the most access (Clerk, Freeholder and Surrogate) so that the originals can be retired from public use, and thus further mistreatment; and
- provide copies of any microfilm produced to the New Jersey State Archives in accordance with the PARIS guidelines.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$118,500.00	\$60,000.00	\$60,000.00
Supplies and Materials	\$2,000.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$120,500.00	\$60,000.00	\$60,000.00

Mercer County Project 06110005: Staffing and Development

Purpose: Create and fill records manager and records retrieval operator positions.

Request: \$262,000 **Recommendation:** \$221,300

Recommend modified funding subject to specific requirements.

The panel recommended full support of this project, with the following modifications:

- Pro-rate the two new positions to begin in September (3 months), to allow the county time to advertise and seek out candidates;
- reduce training to \$4,500 inclusive of travel expenses; and
- reduce the \$400 for reference materials, as the panel feels that incidental materials should be part of the county's own budget. One opportunity that involves minimal travel expenses is the upcoming NAGARA conference in Washington, DC.

Requirements

The grantee shall submit to the SRC for approval, a detailed training plan that identifies specific individuals, appropriate training opportunities and associated costs.

	Request	Recommend	Final Award
Professional Salaries	\$186,000.00	\$161,006.00	\$161,000.00
Purchased Services	\$3,000.00	\$0.00	\$0.00
Supplies and Materials	\$400.00	\$0.00	\$0.00
Training	\$7,500.00	\$4,500.00	\$4,500.00
Employee Benefits	\$65,100.00	\$55,759.00	\$55,800.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$262,000.00	\$221,265.00	\$221,300.00

The County of Middlesex

Middlesex County requested funding for four (4) projects totaling \$1,200,000. The panel recommended funding of \$973,100. The staff agrees with this recommendation and has merged projects 06120001 and 06120004 into one project for a total of three funded projects.

Middlesex County Project 06120001: Equipment

Purpose: Upgraded equipment needed for records management functions, includes van, jacket loader, silver film duplicator, freezer for microfilm.

Request: \$182,500 **Recommendation:** \$125,000 (panel) \$147,700 (staff)

Recommend modified funding merging project 06120004 into this project subject to specific requirements.

The panel recommends funding the ArchiveWriter at \$125,000 alone.

The panel does not support the other items, as they are essentially replacements of existing equipment. The county should have been preparing for the replacement of key equipment in place before PARIS grants began, thus having this as part of the normal county budget. Many of these items are outdated technology and the county should consider imaging or electronic capture of electronic documents as a replacement solution.

Staff agrees with panel comments on this project and on project 06120004 and has combined the two requests into one project for ease of administration.

Requirements

The grantee shall submit for approval by the SRC a detailed training plan that identifies individuals to be trained, conferences and training to be received and associated costs and an emphasis of the training shall be archival practices.

	Request	Recommend	Recommend
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$12000.00
Supplies and Materials	\$0.00	\$0.00	\$700.00
Training	\$0.00	\$0.00	\$10,000.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$182,500.00	\$125,000.00	\$125,000.00
TOTAL	\$182,500.00	\$125,000.00	\$147,700.00

Middlesex County Project 06120002: Engineering and Planning-Phase II

Purpose: Continue scanning maps and plans for the Engineering and Planning Departments.

Request: \$320,923 **Recommendation:** \$147,000

Recommend modified funding subject to specific requirements.

The panel recommended modified funding at \$147,000, 50% of the quote listed as "Phase II" (listed at \$294,000 on the cost paperwork provided). The modification was made because the absence of documentation and incomplete PARIS-5 and PARIS-6 forms made it difficult for the panel to determine exactly what volume of records was included in the proposal. In addition, the panel was concerned that there was no documentation of a plan for a day-forward system in these offices to prevent the future need for such back-file conversion projects.

Requirements

The grantee shall submit to the SRC for approval a plan for a day forward imaging solution in key offices to prevent the accumulation of future backlogs.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$320,923.00	\$147,000.00	\$147,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$320,923.00	\$147,000.00	\$147,000.00

Middlesex County Project 06120003: Disaster Recovery Plan-Phase II

Purpose: Continue with Disaster Recovery plan, concentrating on conversion of existing space.

Request: \$678,427 **Recommendation:** \$678,400

Recommend full funding subject to specific requirements.

Although the final application did not address DARM general comments on the submitted draft grant proposal, including detailed schematics of retrofitting, details on how information will be transmitted between sites, and information on whom in the county is responsible for upkeep and maintenance, the panel recommends full funding based on the high priority and importance of the project. The county needs to be aware that any backup tapes will now need to be stored in another more remote location, perhaps in New Brunswick.

Requirements

The grantee shall submit for approval by the SRC, a detailed plan of work that includes schedules and deliverables, detailed schematics for retrofitting, details regarding transmission of information between sites, and identification of entity responsible for maintenance of the system and operation.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$363,863.00	\$363,836.00	\$363,840.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$77,000.00	\$77,000.00	\$77,000.00
Equipment	\$237,564.00	\$237,564.00	\$237,560.00
TOTAL	\$678,427.00.	\$678,400.00	\$678,400.00

Middlesex County Project 06120004 Project Title: Conservation and Staff Development

Purpose: Conferences and continuing education for staff; archival vault evaluation; archival supplies.

Request: \$18,150 **Recommendation:** \$22,700 (Panel) \$0.00 (Staff)

Recommend increased funding subject to specific requirements and merging with project 06120002.

The panel recommends increased funding for this project, specifically in training for archival practices. Attendance at archival conferences such as SAA, MARAC, or NEDCC would be more useful for preservation than attending an ARMA conference and funding has been included for that attendance. Applicant needs to consider the establishment of an Archivist position within their existing DARM structure.

Staff agrees with panel comments on this project and on project 06120001 and has merged the two requests into project 06120001 for ease of administration.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$12,000.00	\$12,000.00	\$0.00
Supplies and Materials	\$750.00	\$700.00	\$0.00
Training	\$5,400.00	\$10,000.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$18,150.00	\$22,700.00	\$0.00

The County of Monmouth

Monmouth County requested funding for five (5) projects totaling \$1,199,133. The panel and staff recommended full funding rounded to \$1,199,100. In addition, Monmouth submitted a CSSD proposal to establish a fully replicated disaster recovery site for the DSMS e-filing portal that serves eleven New Jersey Counties and is expanding to include Monmouth County municipalities. The first phase of the project \$597,000 was easily funded within the \$2,000,000 cap of the CSSD program but the panel recommendation was to fully fund the entire project at a total of \$932,000 as a first priority for remaining funds.

Monmouth County Project 06130001: Conservation and Preservation of Public Records

Purpose: Security cameras, vault cabinets, and conservation treatment of county historic documents.

Request: \$44,601 **Recommendation:** \$44,600

Recommend full funding subject to specific requirements.

Requirements

The grantee shall provide:

- Further detail regarding the archival supplies to be purchased; and

- a plan and rationale for training in, and performance of, conservation work.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$13,845.00	\$13,845.00	\$13,844.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$3,600.00	\$3,600.00	\$3,600.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$27,156.00	\$27,156.00	\$27,156.00
TOTAL	\$44,601.00	\$44,601.00	\$44,600.00

Monmouth County Project #: 06130002 Formalization of an OARM

Purpose: Formalize an office of archives and records management through staffing, professional development, continuing education, and technology enhancements.

Request: \$127,777 **Recommendation:** \$127,800

Recommend full funding subject to specific requirements.

Requirements

The grantee shall:

- Advertise PARIS funded positions through DARM, MARAC, ARMA, DVAG, the SAA listserve and the H-New Jersey listserve;
- submit for approval by the SRC, a detailed spending plan for the training budget and conference attendance, including names and positions of those attending and related costs; and
- consider planning to unify this new office with the existing Archives facility and staff, to create a true office of Archives and Records Management.

	Request	Recommend	Final Award
Professional Salaries	\$103,984.00	\$103,984.00	\$104,000.00
Purchased Services	\$5,813.00	\$5,813.00	\$5,800.00
Supplies and Materials	\$630.00	\$630.00	\$650.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$17,350.00	\$17,350.00	\$17,350.00
TOTAL	\$127,777.00	\$127,777.00	\$127,800.00

Monmouth County Project 06130003: Shared Services

Purpose: Continuation and expansion of web-based, centrally hosted portal for e-recording of land records and other documents.

Request: \$503,250 **Recommendation:** \$503,300

Recommend full funding.

	Request	Recommend	Final Award
Professional Salaries	\$433,250.00	\$433,250.00	\$433,300.00
Purchased Services	\$70,000.00	\$70,000.00	\$70,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$503,250.00	\$503,250.00	\$503,300.00

Monmouth County Project 06130004: Public Records Access

Purpose: Enhancement of county's Open Public Records Search System through adding agencies, expanding forms server, developing new modules, and upgrading the infrastructure.

Request: \$339,750 **Recommendation:** \$339,700

Recommend full funding.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$289,750.00	\$289,750.00	\$289,700.00
Supplies and Materials	\$50,000.00	\$50,000.00	\$50,000.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$339,750.00	\$339,750.00	\$339,700.00

Monmouth County Project 06130005: Disaster Prevention and Recovery

Purpose: Develop disaster plan for the Document Management Summary System Portal and the Open Public Record Search System.

Request: \$183,755 Recommendation: \$183,700

Recommend full funding subject to specific requirements.

Requirements

The grantee shall:

- Demonstrate that the alternate site for disaster recovery (hot-site) will be a sufficient distance from the operations site in accordance with industry standards; and
- explore the possibility of partnering with another entity to share the hot site and provide documentation of their efforts to identify such a partner.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$85,500.00	\$85,500.00	\$85,500.00
Supplies and Materials	\$98,255.00	\$98,255.00	\$98,200.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$183,755.00	\$183,755.00	\$183,700.00

The County of Morris

Morris County requested funding for four (4) projects totaling \$1,200,000. The panel recommended funding of \$1,055,900. The staff recommends restoring funding to \$1,156,300. This adjustment is to project 06140003 and reflects the amount needed to complete the high priority full countywide municipal needs assessment project consistent with the vendor quote.

Morris County Project 06140001: Imaging/EDMS and System Certification

Purpose: Expand pilot Electronic Document Management System implemented in year one to include four additional departments: Treasury, Risk Management, Purchasing, and Planning and Development.

Request: \$460,500 Recommendation: \$316,400

Recommend modified funding.

The review panel recommends reducing funding for EDMS software licensing for two departments (Risk Management and Planning Development and Technology). The GAP

Analysis in the consultant report did not recommend inclusion in the EDMS solution whereas it clearly did for the other proposed offices. Further, reduce the scanners by two due to the reduction in software licenses as outlined above.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$437,000.00	\$299,400.00	\$299,400.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$23,500.00	\$17,000.00	\$17,000.00
TOTAL	\$460,500.00	\$316,400.00	\$316,400.00

Morris County Project 06140002: Disaster Recovery

Purpose: Implement centralized, tiered storage for electronic records.

Request: \$456,000 **Recommendation:** \$456,000

Recommend full funding subject to specific requirements.

Requirements

The grantee shall submit for approval by the SRC, a report that justifies the selection of technology and clarifies the role of this system in the context of the county records management operations as a whole.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$14,000.00	\$14,000.00	\$14,000.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$442,000.00	\$442,000.00	\$442,000.00
TOTAL	\$456,000.00	\$456,000.00	\$456,000.00

Morris County Project 06140003: Shared Services Needs Assessment of Municipalities

Purpose: Survey and interview county's 39 municipalities to identify options for shared services.

Request: \$121,600 Recommendation: \$121,600 (Panel) \$222,000 (Staff)

Panel recommends full funding subject to requirements. Staff recommends increasing funding.

The panel recommends full funding, despite the fact that the time line seems optimistic and the panel assumed that the county would fund the difference between the requested amount and the lowest price quote.

Morris County requested funding to do the high-level needs assessment of their 39 municipalities, with a focus on determining the interest in shared services. The quote attached listed a low cost of \$126,000 and a high cost of \$222,000. The high cost is based upon all 39 taking part in the survey and the low cost estimated that many would not. The county only requested \$121,600 simply because that was all that remained of the \$1,200,000 request cap. The intent was to include as many municipalities as could be funded within the maximum request level.

Considering the importance of this study and the fact that money is now available as the result of reductions in funding of project 01, staff recommends increasing funding to \$222,000.

Requirements

The grantee shall submit for approval by the SRC:

- Documentation of the commitment of each proposed participant; and
- the final shared services needs assessment report.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$121,600.00	\$222,000.00	\$222,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$121,600.00	\$121,600.00	\$222,000.00

Morris County Project 06140004: Staffing and Training

Purpose: Continue year one funding for two positions: Systems Analyst and Secretarial Assistant.

Request: \$161,900 Recommendation: \$161,900

Recommend full funding.

Although the panel was uncomfortable with funding training for employees listed as “temporary,” the panel recommends full funding. The recommendation is made with the following additional comment: the panel is concerned from the project text that the workers are being given Archivist level tasks. The employee should be “flagging” not making the final decision as to whether the documents are worth saving, in accordance with DARM and general records retention guidelines and standards.

	Request	Recommend	Final Award
Professional Salaries	\$106,200.00	\$106,200.00	\$106,200.00
Purchased Services	\$6,800.00	\$6,800.00	\$6,800.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$12,300.00	\$12,300.00	\$12,300.00
Employee Benefits	\$36,600.00	\$36,600.00	\$36,600.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$161,900.00	\$161,900.00	\$161,900.00

The County of Ocean

Ocean County requested funding for five (5) projects totaling \$1,200,000. The panel recommended funding of \$878,000. The staff recommended funding of \$974,700. This reflects money restored to project 06150002 in which the panel seems to have overlooked relevant documentation.

Ocean County Project 06150001: Records Management Staffing and Support

Purpose: Hire full time professional records manager. Includes salary, benefits, conferences, and memberships.

Request: \$95,700 **Recommendation:** \$95,700

Recommend full funding.

	Request	Recommend	Final Award
Professional Salaries	\$62,000.00	\$62,000.00	\$62,000.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$5,300.00	\$5,300.00	\$5,300.00
Employee Benefits	\$28,400.00	\$28,400.00	\$28,400.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$95,700.00	\$95,700.00	\$95,700.00

Ocean County Project 06150002: Imaging and Microfilming of Public Records-E-Recording

Purpose: Continuation of year one projects: Level 2 enhancement services of the e-filing portal in the County Clerk's office; Back filing of records in County Clerk and Surrogate's office.

Request: \$526,000 **Recommendation:** \$429,300 (Panel) \$526,000 (Staff)

The panel recommended modified funding; staff recommended full funding.

The panel recommends funding of the County Clerk's component of the project only, thus reducing the funding for the County Surrogate's office. The panel concluded that the need for this was not fully justified, and the county did not supply PARIS 5 and 6 forms. Current Surrogate's records would be best served to be imaged and integrated into certified document imaging system.

Staff recommends that funding be restored. The county was asked to provide the completed PARIS-5 and PARIS-6 forms after the initial draft review, and this documentation was provided by the county. The forms must have been overlooked by the panel. The Surrogate's office is a high priority for this type of project.

	Request	Recommend	Recommend
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$526,000.00	\$429,300.00	\$526,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$526,000.00	\$429,300.00	\$526,000.00

Ocean County Project 06150003: Facilities Study

Purpose: Review existing record center and plan for a new archival facility.

Request: \$153,000 **Recommendation:** \$153,000

Recommend full funding subject to specific requirements.

Requirements

The grantee shall not begin this project until the shared services project is substantially complete so that the information from that report will be available to inform the consultants regarding facilities needs of shared services.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$153,000.00	\$153,000.00	\$153,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$153,000.00	\$153,000.00	\$153,000.00

Ocean County Project 06150004: Shared Services Needs Assessment

Purpose: Assessment of 33 municipalities to determine level of desire and need for shared document management services and/or facilities.

Request: \$200,000 **Recommendation:** \$200,000

Recommend full funding.

The panel recommends full funding and recommends that this project be done before the facilities study (see 06150003).

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$200,000.00	\$200,000.00	\$200,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$200,000.00	\$200,000.00	\$200,000.00

Ocean County Project 06150005: Preservation and Conservation

Purpose: Continuation of year one records management assessment. Conserve documents most in need, purchase archival supplies and equipment.

Request: \$225,300 **Recommendation:** \$0.00

Recommend no funding.

Even with clarification received from the county, most of the narrative focuses on last year's project, and with only brief references to the details of this proposed project. For this reason, and given the lack of detail and supporting documentation on specific services needed and costs, the panel recommends that this project receive no funding and that the county be advised to resubmit this application next year with detailed information on preservation and conservation processes required, descriptions of those records requiring such actions, and detailed justification for all of the actions.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$225,300.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$225,300.00	\$0.00	\$0.00

The County of Passaic

Passaic County requested funding for four (4) projects totaling \$1,200,000. The panel recommended funding of \$1,191,400. The staff did not adjust the panel recommendations.

Passaic County: Records Management Staff Project 06160001: Countywide

Purpose: Staff Professional records manager.

Request: \$110,700 **Recommendation:** \$110,700

Recommend full funding.

	Request	Recommend	Final Award
Professional Salaries	\$84,000.00	\$84,000.00	\$84,000.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$1,500.00	\$1,500.00	\$1,500.00
Employee Benefits	\$25,200.00	\$25,200.00	\$25,200.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$110,700.00	\$110,700.00	\$110,700.00

Passaic County Project 06160002: Feasibility/Needs Assessment — Facilities and Municipalities Shared Services

Purpose: Conduct feasibility study focusing on county owned buildings and properties to establish a centralized records storage center and conduct inventory for shared services with 16 contingent municipalities.

Request: \$200,000 **Recommendation:** \$191,400

Recommend modified funding.

The panel recommends that the emphasis of this project be on the local municipal needs assessment and that the results help dictate the direction of the facility study.

The panel recommends that funding for the scanners and software proposed be reduced, as they are undersized for a full-service imaging center, and the project itself seems premature without the results of the county's own needs assessment as well as the one awarded for the constituent municipalities. The county is encouraged to revisit this project after these other important steps are completed.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$191,362.00	\$191,400.00	\$191,400.00
Supplies and Materials	\$5,530.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$3,108.00	\$0.00	\$0.00
TOTAL	\$200,000.00	\$191,400.00	\$191,400.00

Passaic County Project 06160003: Imaging: Clerk, Sheriff, Surrogate

Purpose: Continue with year one electronic imaging projects in the County Clerk, Sheriff, and Surrogate's offices.

Request: \$742,500 **Recommendation:** \$742,500

Recommend full funding subject to specific requirements.

Requirements

The grantee shall:

- Submit a plan that documents the relationship of this project to the establishment of a countywide electronic document management system; and
- digitize from either original paper documents or certified microfilm in accordance with DARM and SRC regulations.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$482,917.00	\$482,917.00	\$482,917.00
Supplies and Materials	\$20,664.00	\$20,664.00	\$20,664.00
Training	\$16,085.00	\$16,085.00	\$16,085.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$222,834.00	\$222,834.00	\$222,834.00
TOTAL	\$742,500.00	\$742,500.00	\$742,500.00

Passaic County Project 06160004: DSMS Portal-Electronic Recording Expansion and Disaster Recovery Infrastructure

Purpose: Expansion of Document Summary Management System to Enhanced Level II and Installation and Implementation of Disaster Recovery Infrastructure for DSMS Portal.

Request: \$146,800 Recommendation: \$146,800

Recommend full funding.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$125,800.00	\$125,800.00	\$125,800.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$21,000.00	\$21,000.00	\$21,000.00
TOTAL	\$146,800.00	\$146,800.00	\$146,800.00

The County of Salem

Salem County requested funding for five (5) projects totaling \$1,220,000. The panel and staff recommended funding rounded to \$1,055,290. \$20,000 over the cap was requested to accommodate a needs assessment for Salem City, the county seat that is eligible for needs assessment funding this year.

Salem County Project 06170001: Staffing/Training and Office Support

Purpose: Continue to employ records manager and principle clerk typist, contract for a full time archivist, work towards securing position of records analyst. Attend conferences and participate in classes.

Request: \$257,949 Recommendation: \$258,000

Recommend full funding subject to specific requirements.

The panel recommends full funding of the archivist position. The panel notes that the qualifications of the proposed county archivist candidate need to be verified and compared to a larger candidate pool. The county needs to make the hiring decision based on the results of the year-one needs assessment, including the possibility of making the position full-time.

Requirements

The grantee shall:

- Advertise all PARIS funded positions through DARM, MARAC, ARMA, DVAG, the SAA listserve and the H-New Jersey listserve;

- demonstrate to the SRC that the educational and experiential qualifications of the proposed county archivist candidate are appropriate and gain approval of the candidate from the SRC; and
- provide further explanation, justification and details regarding who will be attending which conferences and workshops, subject to approval by DARM.

	Request	Recommend	Final Award
Professional Salaries	\$246,949.00	\$246,949.00	\$247,000.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$11,000.00	\$11,000.00	\$11,000.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$257,949.00	\$257,949.00	\$258,000.00

Salem County Project 06170002: Municipal Shared Services

Purpose: Needs assessment and treatment plan for 15 municipalities; continuation of central archives facility feasibility study from year one; network infrastructure upgrade of EDMS system for expansion to the county seat.

Request: \$220,000 **Recommendation:** \$158,000

The panel recommends modified funding of \$158,000.

The proposed shredding cost of \$52,500 was deducted because it was not explained or justified as a funding priority under PARIS guidelines. The panel further cut the proposed \$9,500 cost described as potentially needed supplies and equipment for the municipalities, as actual costs have not been identified and are dependant upon the outcome of the shared services assessment and therefore cannot be justified at this time.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$210,500.00	\$158,000.00	\$158,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$9,500.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$220,000.00	\$158,000.00	\$158,000.00

Salem County Project 06170003: County Preservation and Conservation Implementation

Purpose: Provide proper storage, shelving, and conservation for Surrogate's office; Microfilm documents identified during year one needs assessment.

Request: \$248,499 **Recommendation:** \$212,190

Recommend modified funding subject to specific requirements.

The panel recommends modified funding in the amount of \$212,190. This reflects deletion of the rotary file cabinet system (\$31,560 under Equipment and \$4,750 for installation under Purchased Services), as this equipment is not appropriate for storage of archival records.

While the panel did not consider the \$48,690 and \$70,000 figures for conservation in the Clerk's and Surrogate's offices to be adequately explained, the panel considered the amounts to be reasonable and appropriately funded.

Requirements

The grantee shall submit for approval by the SRC:

- a detailed schedule, treatment and spending plan for the conservation treatment, listing the specific records to be treated, and demonstrating a timeline that assures that the proposed work can be done within the grant period by an approved vendor.; and
- a specific plan of work for the conversion component of the proposal.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$98,249.00	\$93,500.00	\$93,500.00
Supplies and Materials	\$118,690.00	118,690.00	\$118,690.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$31,560.00	\$0.00	\$0.00
TOTAL	\$248,499.00	\$212,190.00	\$212,190.00

Salem County Project 06170004 Project Title: Infrastructure Improvements

Purpose: Infrastructure improvements, expansion and certification of imaging systems and development of public and employee portals.

Request: \$283,230 **Recommendation:** \$249,500

Recommend modified funding.

The panel recommends modified funding of \$249,445. The equipment request of \$33,781 was not explained or itemized in the application. It was concluded by the panel that funding this component of the proposal could not be supported based on PARIS guidelines and that documentation was so lacking that developing a requirement related to this was inappropriate.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$249,445.00	\$249,445.00	\$249,500.00
Supplies and Materials	\$33,785.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$283,230.00	\$249,445.00	\$249,500.00

Salem County Project 06170005: County Clerk Back Filing

Purpose: Microfilm Deeds Book (1912-1954) and scan/index mortgages book (1971-2002).

Request: \$210,322 **Recommendation:** \$177,600

Recommend modified funding, subject to sspecific requirements.

The panel recommends reducing the award by \$32,781 – the cost of the book scanner. The panel concluded that the need for, and use of, the scanner was not justified in the application.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$177,541.00	\$177,600.00	\$177,600.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$32,781.00	\$0.00	\$0.00
TOTAL	\$210,322.00	\$177,600.00	\$177,600.00

Requirement

The grantee shall provide copies of produced microfilm in accordance with PARIS guidelines.

The County of Somerset

Somerset County requested funding for five (5) projects totaling \$1,200,000. The panel recommended funding of \$777,900. The staff adjusted the recommended funding to \$1,058,800. Somerset is also recommended to receive a CSSD grant of \$260,000 to perform a needs assessment for its 21 constituent municipalities.

Somerset County Project 06180001: EDMS Implementation: Engineering Division

Purpose: Implementation of an EDMS in the Engineering Division with linkage to the Planning Division, serving as a pilot enterprise EDMS serving all of county government.

Request: \$370,000 **Recommendation:** \$370,000

Recommend full funding subject to specific requirements.

The panel recommends full funding, but there was consensus that the various components of the proposal were not thoroughly supported and detail was lacking.

Requirements

The grantee shall document the justification for each component, to the SRC's satisfaction, in the context of the pending final needs assessment report.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$85,000.00	\$85,000.00	\$85,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$285,000.00	\$285,000.00	\$285,000.00
TOTAL	\$370,000.00	\$370,000.00	\$370,000.00

Somerset County Project 06180002: Staffing — Records Management

Purpose: Creation of two positions: Director, Archives and Records Management, and EDMS Database Analyst.

Request: \$171,200 **Recommendation:** \$129,600

Recommend modified funding subject to specific requirements.

The panel recommends modified funding of \$129,600, concluding that the positions identified should not start July 1st as explained below. The panel considered the job specification and qualifications for its ARM Director (requiring only an Associate's Degree in Computer Science) to be inappropriate given the nature of the position within county government as characterized in the application.

Given the need to reconsider and alter the current plan to ensure that a highly qualified candidate will be recruited for this job, the panel determined that September 1st would be a reasonable start date for this position. The panel recommends that the EDMS DBA, currently shown as reporting to the IT Director, despite the stated responsibility of the county ARM Director for implementation of the EDMS, be recruited by and report to the ARM Director. The panel therefore recommends starting the EDMS DBA position November 1st. The funding recommendation of \$129,600 reflects ten months of salary and benefits for the ARM Director and eight months of salary and benefits for the EDMS DBA.

Requirements

The grantee shall:

- Submit for approval by the SRC, appropriate job specifications and qualifications for the county ARM Director position; and
- change the reporting line of the EDMS DBA to report to the ARM Director or otherwise demonstrate to the SRC that the ARM Director will be able to implement the EDMS as described in the proposal with the proposed reporting line, and will also be directly involved in the filling of the EDMS DBA position.
- Advertise any positions to be funded by PARIS through DARM, MARAC, ARMA, DVAG, the SAA listserve and the H-New Jersey listserve.

	Request	Recommend	Final Award
Professional Salaries	\$130,000.00	\$98,400.00	\$98,400.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$41,200.00	\$31,200.00	\$31,200.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$171,200.00	\$129,600.00	\$129,600.00

Somerset County Project 06180003: Land Records Scanning: County Clerk

Purpose: Scanning and digitizing County Clerk land records dated prior to 1993.

Request: \$251,200 **Recommendation:** \$245,300

Recommend modified funding.

The panel recommends modified funding of \$245,291. This amount reflects deletion of the imaging of UCC records, which are short-term records that do not warrant imaging.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$251,200.00	\$245,300.00	\$245,300.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$251,200.00	\$245,300.00	\$245,300.00

Somerset County Project 06180004: Records Equipment and Supplies

Purpose: Acquisition of mobile, space saving shelving and records storage supplies.

Request: \$374,600 **Recommendation:** \$0.00 (Panel) \$280,900 (Staff)

The panel recommends no funding. Staff recommends modified funding subject to specific requirements.

The panel recommends that this proposal receive no funding. The panel found that the budget was not justified and there were serious problems with the costs and quotes as presented. There were no floor plans and no documentation from Space Saver, and the budget components included duplicated and/or faultily calculated or undocumented figures. The lack of a survey or plan to justify the need indicates that little thought went into the planning of this project.

Staff acknowledges that the panel is justified in its criticism of the cost paperwork. However, staff recommends restoring the funding for that section of shelving that did have cost paperwork in the amount of \$280,900 for records storage center shelving and lateral cabinets. This recommendation is based on:

- Consistency with funding in other counties, including Burlington;
- the less structured process for justifying costs was allowed for in the current grant guidelines and therefore should not be a reason for not funding a project; and
- the project supports a countywide records management solution by bringing an important department – the Prosecutor’s office into the county’s centralized RSC, while focusing on their specific security needs.
- The county specifically quantified the outcome – a 64% increase in shelving capacity

Requirements

The grantee shall submit to the SRC for approval

- A detailed shelving plan as the project's first phase;
- any RFP or scope of work used for procuring the shelving; and
- the selected vendor's proposal.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$21,300.00	\$0.00	\$5,800.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$353,300.00	\$0.00	\$275,100.00
TOTAL	\$374,600.00	\$0.00	\$280,900.00

Somerset County Project 06180005: Records Preservation: County Clerk

Purpose: Conservation of County Clerk index records.

Request: \$33,000 **Recommendation:** \$33,000

Recommend full funding.

The panel recommends full funding, although the proposal lacks full documentation in terms of the plan and outcomes of the project.

Requirements

The grantee shall submit to the SRC for approval:

- A detailed treatment plan addressing the conservation priorities of the Clerk's office, identifying specific records to be treated prior to contracting with a qualified conservation vendor; and
- a plan for the post-conservation use and care of original records.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$33,000.00	\$33,000.00	\$33,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$33,000.00	\$33,000.00	\$33,000.00

The County of Sussex

Sussex County requested funding for four (4) projects totaling \$1,200,000. The panel recommended funding of \$965,910. The staff adjusted the recommended funding to \$1,145,600, restoring money to project 06190004, noting that this project will reach municipalities in a county where they are so small that eligibility for the initial needs assessment may not occur for some time.

Sussex County Project 06190001: Hire Records Manager

Purpose: Hire full time professional Records Manager.

Request: \$81,200 **Recommendation:** \$76,900

Recommend modified funding.

The panel recommends funding this position. The \$2,500 allocated in equipment is for the purchase of a computer alone, as the PARIS regulations prohibits the use of PARIS funds for office furniture, including desks.

	Request	Recommend	Final Award
Professional Salaries	\$71,400.00	\$53,160.00	\$53,160.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$4,300.00	\$0.00	\$0.00
Training	\$3,000.00	\$3,000.00	\$3,000.00
Employee Benefits	\$0.00	\$18,240.00	\$18,240.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$2,500.00	\$2,500.00	\$2,500.00
TOTAL	\$81,200.00	\$76,900.00	\$76,900.00

Sussex County Project 06190002: Continuation of Back-file Scanning

Purpose: Continue year one project to scan and microfilm mortgages, deeds and property maps from County Clerk's office, as well as Engineering and Planning drawings.

Request: \$625,000 **Recommendation:** \$575,000

Recommend modified funding.

Recommend funding based on the only price quote, which should still be sufficient for the proposed progress in each department.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$625,000.00	\$575,000.00	\$575,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$625,000.00	\$575,000.00	\$575,000.00

Sussex County Project 06190003: Continuation of E-Filing/E-Recording of LRMS

Purpose: Continue e-filing of mortgages and deeds with Monmouth County Portal through Level 2 and perhaps Level 2e.

Request: \$228,760 **Recommendation:** \$228,760

Recommend full funding.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$179,700.00	\$179,700.00	\$179,700.00
Supplies and Materials	\$15,000.00	\$15,000.00	\$15,000.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$34,060.00	\$34,000.00	\$34,000.00
TOTAL	\$228,760.00	\$228,700.00	\$228,700.00

Sussex County Project 06190004: Countywide Assessment, Inventory and Feasibility Study

Purpose: Inventory, assessment, evaluation criteria, evaluation of existing sites, and design options for a regionalized imaging, retention and disaster recovery center.

Request: \$265,040 **Recommendation:** \$85,250 (Panel) \$265,000 (Staff)

Panel recommended modified funding of \$85,250. Staff recommended restoration of this high priority municipal needs assessment project subject to specific requirements.

The panel found the concept for this project is attractive, but the proposal did not justify implementation of the full project. The funding request assumes that all municipalities will participate, but there is no evidence that any preliminary assessment of interest has been made. The application does not include pro forma letters of interest from the municipalities. There is no RFQ attached to indicate project parameters or how a vendor would be chosen. It is not clear to what extent this assessment of county's needs for records storage would be considered in this work-plan, which only addresses assessing municipal needs. In addition, the proposed work-plan does not address other components of project as outlined on PARIS -1c (e.g., capital and operational cost estimates, site evaluations, conceptual design options for a new facility). Some of the requirements would seem to demand a completely different skill set than conducting municipal inventories. Recommend funding only for assessment of shared services (\$23,250) and to conduct pilot inventory (\$62,000) portions of proposed project, for a total of \$85,250.

Staff recommends full restoration of the funding for this municipal needs assessment project. Although the final comments of the panel are justified, there are policies and procedures implemented in PARIS for post award monitoring and oversight that will enable us to assure proper implementation of a project of as high a priority as this one. Additionally, this project will reach municipalities in a county where too small to be eligible for PARIS funding in the near future.

Requirements

The grantee shall submit to the SRC for approval:

- A detailed plan of work and draft competitive contracting RFP;
- report and plan resulting from pilot phase; and
- the consultant's final report.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$265,040.00	\$85,250.00	\$265,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$265,040.00	\$85,250.00	\$265,000.00

The County of Union

Union County requested funding for five (5) projects totaling \$1,279,000. The request included funding of needs assessments for eligible municipalities totaling \$80,000. The panel

recommended funding of \$1,143,298. The staff adjusted the recommended funding to \$1,146,000. Union County will also receive modified funding to initiate the planning, consulting and initial equipment purchases to pilot a countywide Microfilming/Imaging Service Center.

Union County Project 06200001: Office of Archives and Records Management Development and Support

Purpose: Hire an archivist to manage historic documents for the county along with other temporary part-time support staff.

Request: \$133,300 **Recommendation:** \$128,100

Recommend modified funding.

The panel recommends modified funding of \$128,100, reducing the training budget to \$3,000. The costs (specifically lodging) associated with the Morristown MARAC meeting are inappropriate in light of the proximity of the meeting to Union County. The proposed costs for the ARMA conference in Austin, TX, are inordinate and should only cover funding for one staff person from the county to attend.

Requirements

The grantee shall:

- Submit for approval by the SRC a revised training budget reflecting a spending plan that covers sending only one person to the ARMA conference;
- hire a full-time person with sufficient qualifications to properly analyze microfilm and/or provide evidence that this individual will receive proper training in this area. This means reduction in the part-time workforce as funded by PARIS, i.e., consolidation of funding identified in the proposal as part-time employees in order to fund a FT position. The panel felt that a part-time employee could not perform the high-level work needed for the analysis of the microfilm;
- submit the inventory specifications for approval by the SRC prior to the work beginning; and
- advertise any PARIS-funded positions through DARM, MARAC, ARMA, DVAG, the SAA listserve and the H-New Jersey listserve.

	Request	Recommend	Final Award
Professional Salaries	\$125,100.00	\$125,100.00	\$125,100.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$8,200.00	\$3,000.00	\$3,000.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00

Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$133,300.00	\$128,100.00	\$128,100.00

Union County Project 06200002: Shared Services: Municipal Needs Assessments

Purpose: Conduct needs assessments for 19 municipalities to determine potential for shared services. Includes two municipalities for which the county is acting as the lead agency: City of Plainfield, Township of Union.

Request: \$325,000 **Recommendation:** \$325,000

Recommend full funding of this project subject to specific requirements.

Requirements

The grantee shall:

- Demonstrate in its scope of work and required deliverables that the project will result in a full box inventory for each municipality as is described in the narrative but not currently reflected in the proposed vendor's specific list of deliverables; and
- document full support by all of the municipalities identified prior to any work being contracted.

	Request	Recommend	Final Award
Professional Salaries	\$325,000.00	\$325,000.00	\$325,000.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$325,000.00	\$325,000.00	\$325,000.00

Union County Project 06200003: Preservation and Conservation

Purpose: Restoration and preservation of index books and docket books in County Clerk and County Surrogate's offices. Purchase equipment and supplies.

Request: \$288,200 **Recommendation:** \$157,698 (Panel) \$160,400 (Staff)

Recommend modified funding of \$157,698 subject to specific requirements.

The recommended funding level reflects the following cuts:

- \$2,456 deducted for lateral file cabinets, which are ineligible according to PARIS regulations as standard office equipment;
- \$1,007 deducted for acid-free paper for printing resolutions, which was considered office supplies;
- \$4,059 deducted from the data logger/hygrothermograph budget, to leave funding sufficient for five data loggers and five water sensors to include the Clerk's office. The panel judged this to be the more appropriate technology and wanted to ensure that the Clerk's office was included;
- \$15,000 deducted for conservation because an award for unspecified, unidentified need would be premature at this time and inappropriate without a needs assessment; and
- \$107,980 deducted from proposed budget to "re-create" index books in the Clerk's and Surrogate's office. The plan to reprint the indexes after they are filmed or scanned makes little sense, and the panel felt this would be a waste of public dollars when funds could be spent instead to automate the index information (see further under requirements).

Staff restored \$2,456 in funding for the purchase of lateral cabinets based on a clarification of eligibility that occurred after the panels completed their reviews.

Requirements

The grantee shall submit for approval by the SRC:

- A revised list of archival materials; and
- a detailed scope of work and deliverables, for use of the \$75,000 recommended award for production of automated indexing in both the Clerk and Surrogate's offices.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$205,000.00	\$82,020.00	\$82,000.00
Supplies and Materials	\$83,200.00	\$75,678.00	\$78,400.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$288,200.00	\$157,698.00	\$160,400.00

Union County Project 06200004: Disaster Recovery and Business Continuity

Purpose: Establish a disaster recovery site based on disaster recovery plan.

Request: \$206,200 **Recommendation:** \$206,200

Recommend full funding subject to specific requirements.

Requirements

The grantee shall:

- Document that the recovery site will be an appropriate distance from headquarters in accordance with accepted standards; and
- demonstrate to the SRC that they have explored the possibility of partnering with another county in establishing this disaster recovery site.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$206,200.00	\$206,200.00	\$206,200.00
TOTAL	\$206,200.00	\$206,200.00	\$206,200.00

Union County Project 06200005: Infrastructure Support and EDMS Expansion

Purpose: Expansion of pilot imaging program to include the Department of Finance and a redundancy system for the office of the County Clerk.

Request: \$326,300 **Recommendation:** \$326,300

Recommend full funding.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$326,300.00	\$326,300.00	\$326,300.00
TOTAL	\$326,300.00	\$326,300.00	\$326,300.00

The County of Warren

Warren County requested funding for three (3) projects totaling \$1,200,000. The panel recommended funding of \$807,700. The staff adjusted the recommended funding to \$893,300.

Warren County Project 06210001: Records Manager-Staffing (Via Contracted Services)

Purpose: Hire a full time professional records manager.

Request: \$104,000 **Recommendation:** \$79,300

Recommend modified funding.

In the absence of justification for the higher than normal salary, the panel recommends limiting the salary to an amount similar to that of records management professionals in the other counties.

	Request	Recommend	Final Award
Professional Salaries	\$80,000.00	\$61,000.00	\$61,000.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$24,000.00	\$18,300.00	\$18,300.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$104,000.00	\$79,300.00	\$79,300.00

Warren County Project 06210002: Electronic Content and Document Management System-Replication and Extension

Purpose: Countywide electronic content and document management system-replication and extension.

Request: \$986,000 **Recommendation:** \$618,400 (Panel) \$704,000 (Staff)

Recommend modified funding.

The panel recommends reduced funding for this project, based on the following modifications:

- Even with the county's additional information, the review panel does not feel that funding the voice mail and year-two hardware and software maintenance (EMC) is in line with PARIS priorities.
- Reducing by half the number of scanners, AX/WebXtender licenses, full text server client, annual software maintenance for AX/WebXtender, and professional services for aforementioned as their use is not clearly designated. Additionally, it would be easier to implement in five offices rather than ten offices.

The submitted proposal does not contain the specificity and strategic implementation plan that would compel a recommendation of nearly one million dollars. The proposal reflects the typical high cost of program design, acquisition and implementation. While the panel members fully appreciate the improvements this type of program would make, it needed a more detailed action plan. The panel would have preferred to see a more specific proposal for the integration of information for each office and why that office should be prioritized.

Staff recommends restoration of funding for all except the voice-mail component of this project. This totals \$704,000, an increase of \$85,600. Furthermore, the staff encourages the county to use this process as a model for extending the system to its municipalities.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$986,000.00	\$618,400.00	\$704,000.00
TOTAL	\$986,000.00	\$618,400.00	\$704,000.00

Warren County Project 06210003: Records Assessment Continuation

Purpose: Continuation of year one project. Records Inventory, Assessment, Business Process Analysis and Strategic Plan Development

Request: \$110,000 **Recommendation:** \$110,000

Recommend full funding subject to specific requirements.

Requirements

The grantee shall assure that the new Records Manager will manage this project to ensure success and timely completion.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$110,000.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$110,000.00	\$110,000.00	\$110,000.00

COUNTY SHARED SERVICES DEMONSTRATION GRANTS

The State Records Committee addressed the need to reach more local governments efficiently and quickly by establishing the County Shared Services Demonstration Grants this year. The success of this program is twofold. First, it served its designated purpose of reaching more local governments and encouraging counties to spearhead the development of countywide records management solutions. Seven applicants requested more than \$4 million to reach as many as 99 municipalities. Second, it focused all of the counties on identifying ways to implement shared services within their county PARIS grants.

CSSD Success

In addition to three needs assessment requests, some groundbreaking solutions were offered and will be funded. They include:

- Hudson's countywide private virtual network (Hudson and its 12 Municipalities);
- Essex's comprehensive intergovernmental interagency Public Safety Records Management system (Essex Prosecutor, Sheriff, County Administration, Newark Police);
- Monmouth's eleven-county disaster preparedness project (Monmouth County DSMS Land records E-filing portal participants); and
- Union County's Pilot Microfilm/Imaging Service Center.

Other County Shared Services Proposals

Countywide Municipal Needs Assessments became a routine request this year as both county project managers and municipal leaders alike recognize the potential efficiencies to be created through a county led Records Management Service Center Hub. 16 Counties have proposed 20 shared services projects bringing the total potential municipal PARIS participants to more than 50%.

Bergen County Project 06020081: CSSD Countywide Records Management Assessment

Purpose: Conduct a records management needs assessment of 35 of its constituent municipalities.

Request: \$240,000 (+20,000 FOR HACKENSACK) **Recommendation:** \$260,000

Recommend full funding plus addition of Hackensack funding subject to specific requirements.

The panel recommends full funding of a records management needs assessment for 35 municipalities plus Hackensack, a community eligible for \$20,000 in funding in this grant cycle.

The project proposes to include nearly half of all municipalities in the county and will yield essential data for determining:

- The current records storage conditions and physical condition of those records;
- amount of records under control;
- ability of municipalities to respond to administrative and OPRA requests for public records; and
- feasibility of planning a central records storage facility for the county. The project will be expanded to include the remaining municipalities in subsequent projects, as funding is available.

This approach can be replicated in other counties and should be considered as a viable approach to developing and implementing shared services between the county and its municipal governments.

Requirements

The grantee shall:

- Assure that the Hackensack needs assessment includes an inventory and strategic plan.
- Submit final report to the SRC for approval.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$260,000.00	\$260,000.00	\$260,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$260,000.00	\$260,000.00	\$260,000.00

Essex County Project 06070081: CSSD: County Integrated Law Enforcement Initiative

Purpose: To develop an integrated electronic law enforcement records system to be used initially by Newark, the Prosecutor's office, The Sheriff's office and the Department of corrections of Essex County.

Request: \$1,200,000 Recommendation: \$600,000 (Panel) \$1,200,000 (Staff)

Panel recommended modified funding. Staff recommends full funding based on the availability of funding subject to specific requirements.

The panel recommends modified funding to \$600,000 based on limitations of available PARIS Grant funding and the concept that this project may well be eligible for funding through the Essex County Forfeiture Account controlled by the Prosecutor's office of Essex County.

This is a strong proposal because it demonstrates prior financial commitment by a participant – The City of Newark funded the planning phase of this project. In addition, the project was thoroughly detailed in the proposal and the applicant addressed the specific concerns of the abstract review committee that met in December. They documented interest on the part of other Essex County municipalities in participating in the project once the initial phase is complete. This groundbreaking project will use advanced records management systems and facilities to address critical intergovernmental operational issues. It is among the strongest Shared Services proposals because it will serve as a prototype that realistically can be used as a model for other county and municipal governments statewide.

Staff recommends full funding because additional funding is available through PARIS. Full funding is recommended because it is determined that the purpose of establishing a records management solution to operational issues is consistent with the mission of the PARIS Grants Program.

Requirements

As the Essex County program expands and is replicated, the grantee shall assist all involved entities in identifying other appropriate sources of funding such as State and county Forfeiture Accounts.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$1,050,000.00	\$450,000.00	\$1,050,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$150,000.00	\$150,000.00	\$150,000.00
TOTAL	\$1,200,000.00	\$600,000.00	\$1,200,000.00

Gloucester County Project 06080081: CSSD Needs Assessment of 21 Municipalities

Purpose: To conduct a records management needs assessment of 21 of the 24 municipalities within the county.

Request: \$150,000 **Recommendation:** \$0.00

Support funding through County Application.

Funding of this project was recommended because it reflects the highest shared services priority of completing needs assessments of the county's constituent municipalities, however, it was agreed that this project would be incorporated into Gloucester County's Project 06080002.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$150,000.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$150,000.00	\$0.00	\$0.00

Hudson County Project 06090081: CSSD: Countywide Virtual Private Network

Purpose: To establish a virtual private network connecting all 12 of the municipalities of Hudson County and provide them with access to disaster recovery infrastructure funded in year one.

Request: \$265,600 **Recommendation:** \$265,600

Recommend full funding.

This is a well-structured and presented proposal that includes all 12 constituent municipalities of the county. It builds upon a successfully completed year one project to expand basic infrastructure for coordinating all aspects of records management between the county and its constituent municipalities. It complements the municipal needs assessment project proposed by Hudson County for PARIS year two funding. The infrastructure will enable each participant to improve its disaster preparedness and ties into existing electronic initiatives including the federal Help America Vote Act program.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$64,100.00	\$64,100.00	\$64,100.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$201,500.00	\$201,500.00	\$201,500.00
TOTAL	\$265,600.00	\$265,600.00	\$265,600.00

Monmouth County Project 06130081: Disaster Recovery Planning and Implementation For DSMS Portal

Purpose: To develop and implement a disaster recovery plan to include the 11 members of the Monmouth County Shared Services e-Recording portal.

Request: \$597,000/932,000 **Recommendation:** \$932,000

Modify funding to Phase I (\$597,000) and fund Phase II as first priority (\$932,000) if there is funding available.

This is a well-developed proposal that addresses concerns raised by the abstract review panel. It includes participation by more than half of the State's counties as well as pilot initiatives involving Monmouth County municipalities. The project builds on Monmouth County's existing shared services DSMS e-filing portal. Both the records involved and the number of governments involved in the system make it imperative that a strong and scalable disaster prevention and recovery system be in place.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$597,000.00	\$597,000.00	\$597,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$335,000.00	\$335,000.00	\$335,000.00
TOTAL	\$932,000.00	\$932,000.00	\$932,000.00

Somerset County Project 06180081: CSSD Countywide Needs Assessment and Facility Planning

Purpose: To conduct an inventory, needs assessment and facility plan for the 21 constituent municipalities of Somerset County.

Request: \$260,000

Recommendation: \$260,000

Recommend full funding subject to specific requirements.

The proposal is well written and demonstrates clearly and precisely a specific need to conduct a needs assessment regarding records and records management activities (and lack thereof) in all 21 municipalities in Somerset County. The proposal is based on a detailed work plan and budget prepared by Access Systems, Inc. The project leverages the PARIS funding available to Somerville and Franklin Township for needs assessments. The need for this project and the commitment of each municipality was demonstrated by their submission of PARIS -2 forms that provide a summary of the status of their records management program. It was considered by the reviewers to be the best example of a county shared services needs assessment project.

Requirements

The grantee shall:

- Assure that the Somerville and Franklin Township needs assessments include inventories and strategic plans.
- Submit final report to the SRC for approval.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$260,000.00	\$260,000.00	\$260,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$260,000.00	\$260,000.00	\$260,000.00

Union County Project 06200081: CSSD Microfilming Service Bureau

Purpose: To establish a Microfilming Services Bureau for Union County initially serving 10 of the county's 20 municipalities.

Request: \$1,143,100

Recommendation: \$0.00 (Panel) \$200,000 (Staff)

The panel recommended no funding. Staff recommends funding with available funds subject to specific requirements.

While it shows the beginning of a valuable concept, this was the weakest of all of the shared services proposals. Prior evaluators encouraged the county to incorporate digital imaging into the requirements but it is not explained in any detail in the current proposal. Funding for countywide municipal needs assessment is requested in the county's county year two grant application. This should provide them with the information needed to formulate a project of this type more clearly for future funding.

While this was perceived as the weakest of the shared services proposal, it was still a strong proposal. Because there is money available and because a microfilming/imaging service center is a service type that could be appropriate in many counties throughout the state, it is recommended by staff that this project be funded in an amount of \$200,000 for the engagement of a consultant to formulate a business plan, and configure/select the equipment/facility.

Requirements

The grantee shall submit to the SRC for approval:

- A revised scope of work and RFP designed to retain a consultant to utilize the findings of the countywide needs assessment to develop both a detailed five-year business plan for the establishment of a countywide imaging/microfilming center and a recommended plan for the purchase of appropriate equipment and software to for implementation over a five-year period;
- the consultant's final report; and
- documentation of the commitment of municipalities to participation in the service center as outlined in the consultant's final report.

	Request	Recommend	Final Award
Professional Salaries	\$50,000.00	\$0.00	\$0.00
Purchased Services	\$612,000.00	\$0.00	\$200,000.00
Supplies and Materials	\$1,400.00	\$0.00	\$0.00
Training	\$2,000.00	\$0.00	\$0.00
Employee Benefits	\$13,800.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$463,900.00	\$0.00	\$0.00
TOTAL	\$1,143,100.00	\$0.00	\$200,000.00

CATEGORY II: LARGE MUNICIPALITIES

The Township of Brick

The Township of Brick requested funding for three (3) projects totaling \$150,000. The panel and staff recommended funding two projects in the amount of \$105,000.

Brick Township Project 06150701: Imaging Software and Certification

Purpose: Improve indexing capabilities and overall efficiency by upgrading existing certified imaging process with new software. Obtain certification for the new process.

Request: \$45,000 **Recommendation:** \$0.00

Panel recommends no funding.

The budget figures were not specific enough. The plan of work does not contain sufficient detail to make an informed decision. The final application did not clearly address questions submitted by staff regarding the draft application.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$45,000.00	\$0.00	\$0.00
TOTAL	\$45,000.00	\$0.00	\$0.00

Brick Township Project 06150702: Compact Storage and Shelving

Purpose: Increase the amount of secure, centralized archives and records storage space and eliminate paid, offsite storage.

Request: \$50,000 **Recommendation:** \$50,000

Recommend full funding subject to specific requirements.

Complete and well formulated proposal. The application documentation included a draft RFP that specifies compliance with N.J.A.C 15:3-6. There was a clear explanation of how the shelving would address records preservation and conservation goals.

Requirements

The grantee shall:

- Secure more than one quote/bid based on the specific procedures recommended by their purchasing agent;
- provide detailed information concerning the environmental conditions of the proposed space;
- provide a detailed plan depicting the layout of the shelving; and
- provide a plan for storing microfilm, back-up copies, and records that do not lend themselves to shelf storage.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$50,000.00	\$50,000.00	\$50,000.00
TOTAL	\$50,000.00	\$50,000.00	\$50,000.00

Brick Township Project 06150703: Imaging — Back-Filing Imaging

Purpose: Image permanent records series from the Board of Adjustment and Planning Board.

Request: \$55,000 **Recommendation:** \$55,000

Recommend full funding.

The panel concluded that this was a well-presented plan that enhances overall records management. The proposal included appropriate documentation and detail such as the PARIS-5 and PARIS-6 for each record series as well as a clear explanation of why the specific records series were chosen for imaging.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$55,000.00	\$55,000.00	\$55,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00

Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$55,000.00	\$55,000.00	\$55,000.00

The City of Camden

The City of Camden requested funding for three (3) projects totaling \$150,000. The panel and staff recommended funding \$142,700.

Camden City Project 06040801: Records Management Staffing

Purpose: Create a records management unit by hiring a full time records manager.

Request: \$55,000 **Recommendation:** \$47,700

Modify funding to \$47,700 to reflect 10 month period of employment.

This is a high priority project and the City of Camden is commended for making a staffing commitment to records management. The office will include a second staff person to be funded by the city.

The grantee shall clearly outline the goals and objectives of the PARIS funded staff in its first year as part of the process for approval of staff by the SRC.

	Request	Recommend	Final Award
Professional Salaries	\$37,737.00	\$32,000.00	\$32,000.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$5,000.00	\$5,000.00	\$5,000.00
Employee Benefits	\$10,556.00	\$9,000.00	\$9,000.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$1,707.00	\$1,700.00	\$1,700.00
TOTAL	\$55,000.00	\$47,700.00	\$47,700.00

Camden City Project 06040802: Document Imaging

Purpose: Create a formalized electronic records management system (document imaging) which will allow the municipal clerk's office to receive documents in various formats.

Request: \$65,000 **Recommendation:** \$65,000

Recommend full funding subject to specific requirements.

The panel recommended full funding because it is a pilot for an enterprise-wide solution and thus is designed to enable the city to expand its imaging capabilities. An enterprise-wide solution will, in turn, facilitate public access to records as well as disaster planning and recovery efforts.

Requirements

The grantee shall:

- Revise indexing requirements to assure best possible access; and
- document the role of personnel, scanning priorities and how preservation management will be made an integral part of the implementation of the pilot project.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$65,000.00	\$65,000.00	\$65,000.00
TOTAL	\$65,000.00	\$65,000.00	\$65,000.00

Camden City Project 06040803: Preservation and Conservation

Purpose: Develop a program to identify historical city documents and preserve and conserve them based on final report from CCAHA.

Request: \$30,000 **Recommendation:** \$30,000

Recommend full funding subject to specific requirements.

The panel found that this project expands upon a city funded preservation effort undertaken in the clerk's office. The request is based on the identification of 39 books in the clerk's office to be deacidified, microfilmed and rebound.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$30,000.00	\$30,000.00	\$30,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00

Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$30,000.00	\$30,000.00	\$30,000.00

Requirements

The grantee shall submit copies of microfilm to the New Jersey State Archives in accordance with PARIS guidelines.

The City of Clifton

The City of Clifton requested funding for two (2) projects totaling \$150,000. The panel and staff recommended funding one project in the amount of \$100,000. Clifton's records management priority will be to retain a qualified records manager to lead all future records management efforts. The Records Manager's first task will be to identify conservation priorities and present the SRC with a conservation/preservation plan using any PARIS funding not needed to fund the records manager position.

Clifton City Project 06160201: Staffing- Records Manager

Purpose: Staffing. Hire professional records manager.

Request: \$80,000 **Recommendation:** \$100,000

Increase funding to \$100,000 combining projects one and two and subject to specific requirements.

The City of Clifton is commended for committing to establishing a centralized records management staff position. Because the documentation of actual salary needs is limited and the anticipated timing of the actual hiring of a records manager is uncertain, the panel has merged this project with project two with the understanding that the city may use any excess funds to implement preservation and conservation goals as expressed in project two and modified by the city's records manager.

Requirements

The grantee shall:

- Give the new records manager the authority and responsibility to use any surplus funds in this project on conservation projects as recommended in the pending treatment plan; and
- obtain the approval of any conservation/preservation plans by the State Records Committee prior to implementation.

	Request	Recommend	Final Award
Professional Salaries	\$60,000.00	\$60,000.00	\$60,000.00
Purchased Services	\$0.00	\$20,000.00	\$20,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$20,000.00	\$20,000.00	\$20,000.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$80,000.00	\$100,000.00	\$100,000.00

Clifton City Project 06160202: Conservation of Public Records

Purpose: Conserve and preserve documents identified as most in need by our year one preservation needs assessment.

Request: \$70,000 **Recommendation:** \$0.00

Recommend no funding.

This project is cancelled and incorporated into Project 1: Staffing. Any surplus funds in project one are to be used by the new records manager on conservation projects as recommended in the pending treatment plan and prioritized by the records manager.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$70,000.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$70,000.00	\$0.00	\$0.00

The Township of Dover (Ocean County)

The Township of Dover requested funding for three (3) projects totaling \$149,800. The panel recommended funding one project in the amount of \$100,000. Dover's records management priority will be to retain a qualified records manager to lead all future records management efforts. The Records Manager's first task will be to identify conservation priorities and present

the SRC with a conservation/preservation plan using any PARIS funding not needed to fund the records manager position.

Dover Township Project 06150801: Staffing - Records Manager

Purpose: Hire a professional records manager.

Request: \$68,667 **Recommendation:** \$100,000

Modify funding to \$100,000 and include elements of project 2 subject to specific requirements.

Dover Township is commended for recognizing the importance of staffing a records management program. Hiring a records manager is an essential first step toward formulating a comprehensive records management program. The application describes in detail the responsibilities of the Records Management staff. The records manager may use surplus funds from this project to begin to implement the pilot imaging system described in project 2.

Requirements

The grantee shall:

- Require the records manager to formulate a detailed plan for implementing a pilot imaging program for the clerk's office; and
- obtain approval for that plan from the State Records Committee prior to initiation of the work.

	Request	Recommend	Final Award
Professional Salaries	\$50,000.00	\$50,000.00	\$50,000.00
Purchased Services	\$0.00	\$31,333.00	\$31,333.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$2,000.00	\$2,000.00	\$2,000.00
Employee Benefits	\$16,667.00	\$16,667.00	\$16,667.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$68,667.00	\$100,000.00	\$100,000.00

Dover Township Project # 06150802: Pilot Imaging Project

Purpose: Implement pilot imaging system of both new and old records from the clerk's office.

Request: \$50,000 **Recommendation:** \$0.00

Recommend no funding.

This electronic imaging project may be implemented subject to the hiring of a records manager and is incorporated into Project 1. Dover Township has proposed a valuable pilot project that could be replicated and expanded in the future. It is tied to the needs assessment and strategic plan in progress, project 1, and overall vision of record's management. Once the records manager has been hired and the needs assessment has been completed the project can be better defined.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$50,000.00	\$0.00	\$0.00
TOTAL	\$50,000.00	\$0.00	\$0.00

Dover Township Project 06150803: Shared Services

Purpose: Community education pilot program and shared services summit.

Request: \$31,133 **Recommendation:** \$0.00

Recommend no funding.

The proposal lacks specificity; the intended outcomes are unclear; the budget is not itemized; and reasons for focusing on specific records are not explained clearly.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$20,000.00	\$0.00	\$0.00
Supplies and Materials	\$11,133.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$31,133.00	\$0.00	\$0.00

The Township of Hamilton (Mercer County)

The Township of Hamilton requested funding for one (1) project totaling \$80,000. The panel and staff recommended the full amount of \$80,000.

Hamilton Township Project 06110301: Conservation and Storage of Public Records

Purpose: Conserve and preserve records identified as most in need by year one preservation needs assessment and treatment plan by Capital Records. Lay groundwork for developing a solid records management plan.

Request: \$80,000 **Recommendation:** \$80,000

Recommend full funding subject to specific requirements.

The details of this project will be based upon the needs assessment and treatment plan that have just been initiated. The panel believes that the foundation of a records management program is dedicated records management staff and recommends that hiring a records manager be a priority in the near future.

Requirements

The grantee shall obtain approval by the State Records Committee, of a detailed plan of work inclusive of specific outcomes and an itemized budget based on the SRC approved needs assessment and treatment plan.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$80,000.00	\$80,000.00	\$80,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$80,000.00	\$80,000.00	\$80,000.00

The City of Jersey City

The City of Jersey City requested funding for three (3) projects totaling \$147,440. The panel and staff recommended funding \$113,000.

Jersey City Project 06090601: Conservation of Public Records

Purpose: Conserve and preserve documents identified by the CCAHA preservation needs assessment. Develop disaster recovery plan.

Request: \$54,000 **Recommendation:** \$54,000

Recommend full funding.

Jersey City is building upon its current needs assessment survey. The city will benefit by the creation of a disaster recovery plan. Jersey City should move ahead with its plans to conserve and preserve important but deteriorating historical records, using PARIS funds to support NEDCC to perform this work.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$52,000.00	\$52,000.00	\$52,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$2,000.00	\$2,000.00	\$2,000.00
TOTAL	\$54,000.00	\$54,000.00	\$54,000.00

Jersey City Project 06090602: Staffing: Records Retrieval Operator

Purpose: Increase records management staff, provide support for records manager, increase efficiency of records center.

Request: \$44,940 **Recommendation:** \$45,000

Recommend full funding.

The City currently has two staff members. The proposal demonstrates the need for an additional staff member and clearly describes the benefits the new position will provide to the city. This project logically builds on the city's existing records management program. The city followed the recommendations of PARIS staff and has already created the position within the city's organization. For this reason, it is expected that the city will have the position filled at the beginning of the grant year. The city is commended for its continuing commitment to a formal, centralized records management program as evidenced by this project.

	Request	Recommend	Final Award
Professional Salaries	\$30,000.00	\$30,000.00	\$30,000.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$540.00	\$600.00	\$600.00
Employee Benefits	\$14,400.00	\$14,400.00	\$14,400.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$44,940.00	\$45,000.00	\$45,000.00

Jersey City Project 06090603: Equipment Purchases

Purpose: Purchase and/or upgrade equipment vital to the records management function in Jersey City.

Request: \$48,500 **Recommendation:** \$14,000

Modify funding to \$14,000 for two digital scan microfilm reader/printers.

This request was for a movable shelving system, a van, and two digital scan microfilm reader/printers. All are eligible equipment requests. The city determined that the designated facility would not support the shelving requested. The justification for the van was not detailed enough to counteract the belief that it is among the lowest priorities for PARIS grants funding.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$48,500.00	\$14,000.00	\$14,000.00
TOTAL	\$48,500.00	\$14,000.00	\$14,000.00

The City of Newark

The City of Newark requested funding for one (1) project totaling \$150,000. The panel and staff recommended full funding.

Newark City Project 06071401: Imaging/Electronic Access Projects

Purpose: Improve accessibility and address long-term storage needs for the Engineering Department, Building Division files. Explore citywide imaging solutions.

Request: \$150,000 **Recommendation:** \$150,000

Recommend full funding.

The City's willingness to provide a 100% match is commendable. This proposal addresses areas identified in the needs assessment and limits its activity to one important department and its records. This imaging project will reduce the bulk of paper records, provide more efficient access to building records of the city addressing both administrative needs and OPRA requests, and introduce an approach that can be replicated in other city department. The vendor has performed imaging and indexing projects for other municipalities and has presented a detailed work plan and pricing options.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$150,000.00	\$150,000.00	\$150,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$150,000.00	\$150,000.00	\$150,000.00

The City of Paterson

The City of Paterson requested funding for one (1) project totaling \$150,000. The panel and staff recommended funding \$130,000. The City of Paterson requested and received approval from the SRC for the merging of its year one and year two funding in order to complete a more comprehensive records management needs assessment, inventory and strategic plan. They have recently selected a vendor to perform the work and the same vendor has been selected by Passaic County for its needs assessment. Both grantees are encouraged to identify ways to coordinate the needs assessments to ensure coordinated and efficient use of the grant dollars.

Paterson City Project 06160801: Comprehensive Needs Assessment

Purpose: Comprehensive inventory, needs assessment and strategic plan

Request: \$150,000

Recommendation: \$130,000

Modify funding to reflect the bid amount of \$180,000 (\$50,000 from 2005 and \$130,00 from 2006) from Smart.

PARIS staff and DARM have given permission for Paterson to combine last year's \$50,000 with this year's \$150,000 request to complete the required needs assessment and strategic plan. The bid from Smart and Associates was accepted by the Paterson City Council on 20 April 2006 for an amount of \$180,000. The panel found the inability of the applicant to begin the project during the past grant cycle to be troubling. The panel has directed the PARIS staff to closely monitor the vendor and the grantee to assure production of an accurate and useful work product.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$150,000.00	\$130,000.00	\$130,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$150,000.00	\$130,000.00	\$130,000.00

The City of Trenton

The City of Trenton requested funding for two (2) projects totaling \$150,000. The panel and staff recommended funding one project at \$150,000.

Trenton City Project 06111101: Digital Imaging: Tax Assessor's Property Records

Purpose: Improve access to records of Tax Assessor's office.

Request: \$33,000

Recommendation: \$150,000

Recommend full funding of the two proposed electronic imaging projects as one project subject to specific requirements.

This project builds upon previous priorities, appears manageable, and is supported by preliminary results of an on-going needs assessment. This proposal addresses an important records issue in the City and offers a solution through technology, with potential for expanding the approach to other offices and records. The city's recent allocation of capital funds for

Department of Inspections imaging is positive. The panel expressed the opinion that Trenton would have benefited from using a portion of the money allocated for year two to hire a dedicated records manager to assist in the implementation of its records management projects.

Requirements

The grantee shall:

- Provide documentation that the project will be not duplicate the function of the State Department of Taxation's PAMS program and that it will be compatible with PAMS once it is implemented; and
- submit a detailed/prioritized list of records to be imaged.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$33,000.00	\$150,000.00	\$150,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$33,000.00	\$150,000.00	\$150,000.00

Trenton City Project 06111102: Digital Imaging: Department of Administration

Purpose: Increase efficiency and productivity for city by weeding and scanning administrative records.

Request: \$117,000 **Recommendation:** \$0.00

Recommend consolidation with project 1.

See project 1. Because both projects 1 and 2 are digital imaging projects, combine them for ease of administration.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$117,000.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$117,000.00	\$0.00	\$0.00

The Township of Woodbridge

The Township of Woodbridge requested funding for three (3) projects totaling \$150,000. The panel and staff recommended full funding of all three. The Township of Woodbridge is specifically commended and recognized for completing the majority of its needs assessment in order to use its findings to direct its year-two project requests and for recognizing the hiring of a professional records manager to be the next step in establishing the infrastructure for a permanent and growing records management program.

Woodbridge Township Project 06122501: Staffing: Records Manager

Purpose: Hire professional records manager.

Request: \$70,000 **Recommendation:** \$70,000

Recommend full funding.

The panel found this to be an excellent proposal. Hiring a professional records manager constitutes an important first step in establishing a solid records management program and infrastructure. The proposal is justified by the recommendations in the draft needs assessment provided with the application. The city provided documentation of its progress in implementing the personnel action. The proposal clearly describes the relationship of the three projects to each other and to its Records Management program.

	Request	Recommend	Final Award
Professional Salaries	\$48,000.00	\$48,000.00	\$48,000.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$1,080.00	\$1,080.00	\$1,080.00
Training	\$2,250.00	\$2,250.00	\$2,250.00
Employee Benefits	\$18,670.00	\$18,670.00	\$18,670.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$70,000.00	\$70,000.00	\$70,000.00

Woodbridge Township Project 06122502: Imaging System - Engineering

Purpose: Expand current certified document imaging program to include imaging and microfilming of maps, deeds, and other documents from the Engineering Department.

Request: \$50,000 **Recommendation:** \$50,000

Recommend full funding.

This well-conceived project responds to a needs assessment recommendation and fits into general SRC priorities. This is an expansion of a DARM certified document imaging program. The proposal is detailed and includes a vendor quote. There is a thorough explanation based in the results of their needs assessment of why this imaging project is the first priority among others.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$50,000.00	\$50,000.00	\$50,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
TOTAL	\$50,000.00	\$50,000.00	\$50,000.00

Woodbridge Township Project 06122503: Document Imaging Database Server, Hardware, and Fireproof Cabinetry

Purpose: Install computer hardware to improve database server.

Request: \$30,000 **Recommendation:** \$30,000

Recommend full funding.

The project proposal is well written and provides adequate justification and supporting documentation. The applicant has demonstrated its commitment to broader records management initiatives and has justified the need for the upgrade in technology.

	Request	Recommend	Final Award
Professional Salaries	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Minor Remodeling	\$0.00	\$0.00	\$0.00
Equipment	\$30,000.00	\$30,000.00	\$30,000.00
TOTAL	\$30,000.00	\$30,000.00	\$30,000.00

**ATTACHMENT A: 2006 PARIS GRANTS AWARDS COUNTIES,
MUNICIPALITIES CSSD
18 May 2006**

2006 PARIS GRANTS AWARDS: Counties, Municipalities CSSD				
Project ID	Grantee	Project Title	Request Total	Final Award
06010001	Atlantic	Staffing	\$66,640.00	\$66,200.00
06010002	Atlantic	Continuation of year-one projects	\$373,856.00	\$355,400.00
06010004	Atlantic	Feasibility study	\$95,000.00	\$95,000.00
06010005	Atlantic	Preservation and Conservation	\$488,164.00	\$419,600.00
	Atlantic County Total		\$1,200,000.00	\$936,200.00
06020001	Bergen	Records Management Staffing and Support	\$121,587.00	\$127,800.00
06020002	Bergen	Imaging, indexing and microfilming of public records	\$727,400.00	\$588,000.00
06020003	Bergen	Conservation and Preservation - County Clerk	\$100,600.00	\$94,000.00
06020004	Bergen	Disaster Recovery Plan	\$96,300.00	\$96,300.00
06020005	Bergen	Clerk to clerk connectivity	\$118,400.00	\$118,400.00
	Bergen County Total		\$1,164,287.00	\$1,024,500.00
06030001	Burlington	Records management administration	\$87,358.00	\$91,100.00
06030002	Burlington	Electronic filing, imaging, scanning and indexing	\$647,414.00	\$644,000.00
06030003	Burlington	High density shelving in sheriff's department	\$96,799.00	\$96,800.00
06030004	Burlington	County Clerk Deed Book Preservation	\$200,000.00	\$98,800.00
06030005	Burlington	Shared services demonstration project	\$152,000.00	\$152,000.00
	Burlington County Total		\$1,183,571.00	\$1,082,700.00
06040001	Camden	New Camden County Archives and Records Storage Center	\$375,000.00	\$375,000.00
06040002	Camden	Continuation of e-Recording system in Clerk's office	\$203,621.00	\$203,600.00
06040003	Camden	Continuation of Departmental Development	\$236,797.00	\$233,700.00
06040004	Camden	Continuation of land recording indexing	\$224,300.00	\$224,300.00
06040005	Camden	Continuation of temporary remote storage	\$152,648.00	\$111,800.00
	Camden County Total		\$1,192,366.00	\$1,148,400.00
06050001	Cape May	Records management program	\$437,400.00	\$357,300.00
06050002	Cape May	Records storage and disaster recovery	\$50,700.00	\$31,600.00
06050003	Cape May	Enterprise-wide shared services	\$339,200.00	\$329,200.00
06050004	Cape May	Conservation and preservation	\$184,800.00	\$65,400.00
06050005	Cape May	Back-file scanning and imaging	\$187,700.00	\$142,300.00
	Cape May County Total		\$1,199,800.00	\$925,800.00
06060001	Cumberland	IT Infrastructure Development	\$325,200.00	\$325,200.00
06060002	Cumberland	Imaging and Microfilming of Public Records	\$247,640.00	\$134,900.00
06060003	Cumberland	Office of Archives & Records Management Staffing Support	\$236,397.00	\$233,500.00
06060004	Cumberland	Conservation & Preservation	\$70,000.00	\$70,000.00
06060005	Cumberland	Retrofitting of Facility	\$320,800.00	\$230,500.00

2006 PARIS GRANTS AWARDS: Counties, Municipalities CSSD				
Project ID	Grantee	Project Title	Request Total	Final Award
	Cumberland County Total		\$1,200,037.00	\$994,100.00
06070001	Essex	Continuation of funding for staffing-records manager	\$78,452.00	\$78,500.00
06070002	Essex	Imaging systems & microfilming-public works-continuation from 2005-06	\$225,000.00	\$225,000.00
06070003	Essex	Office of the Sheriff-records management system	\$442,000.00	\$442,000.00
06070004	Essex	Document conversion services-Office of the Prosecutor-homicide case files	\$215,492.00	\$215,500.00
06070005	Essex	Document conversion services-County Clerk and Administration & Finance	\$238,556.00	\$150,600.00
	Essex County Total		\$1,199,500.00	\$1,111,600.00
06080001	Gloucester	Records Management: Staff, Training, Memberships	\$166,000.00	\$160,800.00
06080002	Gloucester	Extensive Feasibility and Engineering Facility Study	\$60,000.00	\$221,400.00
06080003	Gloucester	Preservation & Conservation of Public Records	\$186,000.00	\$31,000.00
06080004	Gloucester	Electronic Imaging Systems & Services	\$776,600.00	\$770,600.00
	Gloucester County Total		\$1,200,000.00	\$1,183,800.00
06090001	Hudson	Office of Archives & Records Management Operations & Support	\$350,500.00	\$315,800.00
06090003	Hudson	Countywide Inventory and Records Management Assessment	\$242,750.00	\$322,800.00
06090004	Hudson	Electronic Imaging & Records Management for the Office of the Sheriff	\$249,550.00	\$249,600.00
06090005	Hudson	Infrastructure Upgrade	\$172,700.00	\$172,700.00
	Hudson County Total		\$1,199,900.00	\$1,060,900.00
06100001	Hunterdon	Land Records Management System-phase 2	\$400,000.00	\$385,500.00
06100002	Hunterdon	Historic Records Assessment & Conservation-phase 2	\$250,000.00	\$274,500.00
06100003	Hunterdon	Records/Facilities Management Needs Assessment-phase 2	\$100,000.00	\$76,600.00
06100004	Hunterdon	Implementation of Strategic Document Management Plan-phase 1	\$276,800.00	\$169,100.00
06100005	Hunterdon	Records Management Support/Equipment/Education & Memberships	\$150,000.00	\$147,000.00
	Hunterdon County Total		\$1,176,800.00	\$1,052,700.00
06110001	Mercer	Enhancement of electronic document management system	\$463,800.00	\$439,200.00
06110002	Mercer	Storage of public records	\$112,500.00	\$112,500.00
06110003	Mercer	Microfilming and imaging of public records	\$241,000.00	\$241,000.00
06110004	Mercer	Conservation and preservation of public records	\$120,500.00	\$60,000.00
06110005	Mercer	Staffing and development	\$262,000.00	\$221,300.00
	Mercer County Total		\$1,199,800.00	\$1,074,000.00

2006 PARIS GRANTS AWARDS: Counties, Municipalities CSSD				
Project ID	Grantee	Project Title	Request Total	Final Award
06120001	Middlesex	Equipment	\$182,500.00	\$147,700.00
06120002	Middlesex	Engineering & Planning-Phase II	\$320,923.00	\$147,000.00
06120003	Middlesex	Disaster Recovery Plan-Phase II	\$678,427.00	\$678,400.00
	Middlesex Total		\$1,200,000.00	\$973,100.00
06130001	Monmouth	Conservation & Preservation of Public Records	\$44,601.00	\$44,600.00
06130002	Monmouth	Formalization of an OARM	\$127,777.00	\$127,800.00
06130003	Monmouth	Shared Services	\$503,250.00	\$503,300.00
06130004	Monmouth	Public Records Access	\$339,750.00	\$339,700.00
06130005	Monmouth	Disaster Prevention & Recovery	\$183,755.00	\$183,700.00
	Monmouth County Total		\$1,199,133.00	\$1,199,100.00
06140001	Morris	Imaging/EDMS & System Certification	\$460,500.00	\$316,400.00
06140002	Morris	Disaster Recovery	\$456,000.00	\$456,000.00
06140003	Morris	Shared Services Needs Assessment w/Municipalities	\$121,600.00	\$222,000.00
06140004	Morris	Staffing & Training	\$161,900.00	\$161,900.00
	Morris County Total		\$1,200,000.00	\$1,156,300.00
06150001	Ocean	Records Management Staffing & Support	\$95,700.00	\$95,700.00
06150002	Ocean	Imaging & Microfilming of Public Records-e- Recording	\$526,000.00	\$526,000.00
06150003	Ocean	Facilities Study	\$153,000.00	\$153,000.00
06150004	Ocean	Shared Services Needs Assessment	\$200,000.00	\$200,000.00
06150005	Ocean	Preservation & Conservation	\$225,300.00	\$0.00
	Ocean County Total		\$1,200,000.00	\$974,700.00
06160001	Passaic	Records Management Staff: Countywide	\$110,700.00	\$110,700.00
06160002	Passaic	Feasibility/Needs Assessment: Facilities and Municipalities Shared Services	\$200,000.00	\$191,400.00
06160003	Passaic	Imaging: Clerk, Sheriff, Surrogate	\$742,500.00	\$742,500.00
06160004	Passaic	DSMS Portal-Electronic Recording Expansion and Disaster Recovery Infrastructure	\$146,800.00	\$146,800.00
	Passaic County Total		\$1,200,000.00	\$1,191,400.00
06170001	Salem	Staffing/Training and Office Support	\$257,949.00	\$258,000.00
06170002	Salem	Municipal shared services	\$220,000.00	\$158,000.00
06170003	Salem	County Preservation and Conservation Implementation	\$248,499.00	\$212,190.00
06170004	Salem	Infrastructure improvements	\$283,230.00	\$249,500.00
06170005	Salem County	County Clerk back filing	\$210,322.00	\$177,600.00
	Salem County Total		\$1,220,000.00	\$1,055,290.00
06180001	Somerset	EDMS Implementation: Engineering Division	\$370,000.00	\$370,000.00
06180002	Somerset	Staffing: Records Management	\$171,200.00	\$129,600.00
06180003	Somerset	Land Records Scanning: County Clerk	\$251,200.00	\$245,300.00
06180004	Somerset	Records Equipment & Supplies	\$374,600.00	\$280,900.00
06180005	Somerset	Records Preservation: County Clerk	\$33,000.00	\$33,000.00
	Somerset County Total		\$1,200,000.00	\$1,058,800.00

2006 PARIS GRANTS AWARDS: Counties, Municipalities CSSD				
Project ID	Grantee	Project Title	Request Total	Final Award
06190001	Sussex	Hire Records Manager	\$81,200.00	\$76,900.00
06190002	Sussex	Continuation of Backfile Scanning	\$625,000.00	\$575,000.00
06190003	Sussex	Continuation of E-filing/E-recording of LRMS	\$228,760.00	\$228,700.00
06190004	Sussex	Countywide Assessment, Inventory and Feasibility Study	\$265,040.00	\$265,000.00
	Sussex County Total		\$1,200,000.00	\$1,145,600.00
06200001	Union	Office of Archives & Records Management Development & Support	\$133,300.00	\$128,100.00
06200002	Union	Shared Services: Municipal Needs Assessments	\$325,000.00	\$325,000.00
06200003	Union	Preservation & Conservation	\$288,200.00	\$160,400.00
06200004	Union	Disaster Recovery & Business Continuity	\$206,200.00	\$206,200.00
06200005	Union	Infrastructure Support & EDMS Expansion	\$326,300.00	\$326,300.00
	Union County Total		\$1,279,000.00	\$1,146,000.00
06210001	Warren	Records Manager-Staffing (via contracted services)	\$104,000.00	\$79,300.00
06210002	Warren	Electronic Content & Document Management System-Replication and Extension	\$986,000.00	\$704,000.00
06210003	Warren	Records assessment continuation	\$110,000.00	\$110,000.00
	Warren County Total		\$1,200,000.00	\$893,300.00
County Total			\$25,214,194.00	\$22,388,290.00
06020081	Bergen County	CSSD Countywide Records Management Assessment	\$240,000.00	\$260,000.00
06070081	Essex County	CSSD: County Integrated Law Enforcement Initiative	\$1,200,000.00	\$1,200,000.00
06090081	Hudson County	CSSD: Countywide Virtual Private Network	\$265,600.00	\$265,600.00
06130081	Monmouth County	CSSD: Disaster Recovery Planning and Implementation for DSMS Portal	\$932,000.00	\$932,000.00
06180081	Somerset County	CSSD: Countywide Needs Assessment and Facility Planning	\$260,000.00	\$260,000.00
06200081	Union County	CSSD: Microfilming Service Bureau	\$1,143,100.00	\$200,000.00
	CSSD Total		\$4,190,700.00	\$3,117,600.00
06150702	Brick Township	Compact storage and shelving	\$50,000.00	\$50,000.00
06150703	Brick Township	Imaging — back-filing imaging	\$55,000.00	\$55,000.00
	Brick Township Total		\$150,000.00	\$105,000.00
06040801	Camden City	Records management staffing	\$55,000.00	\$47,700.00
06040802	Camden City	Document Imaging	\$65,000.00	\$65,000.00
06040803	Camden City	Preservation and conservation	\$30,000.00	\$30,000.00
	Camden City Total		\$150,000.00	\$142,700.00
06160201	Clifton City	Staffing: Records Manager	\$80,000.00	\$100,000.00
	Clifton City Total		\$150,000.00	\$100,000.00
06150801	Dover Township	Staffing: Records Manager	\$68,667.00	\$100,000.00
	Dover Township Total		\$149,800.00	\$100,000.00
06110301	Hamilton Township	Conservation and storage of public records	\$80,000.00	\$80,000.00

2006 PARIS GRANTS AWARDS: Counties, Municipalities CSSD				
Project ID	Grantee	Project Title	Request Total	Final Award
	Hamilton Township Total		\$80,000.00	\$80,000.00
06090601	Jersey City	Conservation of public records	\$54,000.00	\$54,000.00
06090602	Jersey City	Staffing: records retrieval operator	\$44,940.00	\$45,000.00
06090603	Jersey City	Equipment purchases	\$48,500.00	\$14,000.00
	Jersey City Total		\$147,440.00	\$113,000.00
06071401	Newark City	Imaging/electronic access projects	\$150,000.00	\$150,000.00
	Newark City Total		\$150,000.00	\$150,000.00
06160801	Paterson City	Comprehensive needs assessment	\$150,000.00	\$130,000.00
	Paterson City Total		\$150,000.00	\$130,000.00
06111101	Trenton City	Digital Imaging: Tax assessor's property records	\$33,000.00	\$150,000.00
	Trenton City Total		\$150,000.00	\$150,000.00
06122501	Woodbridge	Staffing: Records Manager	\$70,000.00	\$70,000.00
06122502	Woodbridge	Imaging system: engineering office	\$50,000.00	\$50,000.00
06122503	Woodbridge	Document imaging database server, hardware, and fireproof cabinetry	\$30,000.00	\$30,000.00
	Woodbridge Township Total		\$150,000.00	\$150,000.00
	Large Municipality Total		\$1,427,240.00	\$1,220,700.00
	GRAND TOTAL 18 May 2006			\$26,726,590.00
	RECORDS DIRECT		\$84,000.00	\$84,000.00
	Medium Municipalities and Small County Seats 16 March 2006		\$1,060,660	\$1,060,660
	TOTAL 2006 AWARDS			\$27,871,250.00

**ATTACHMENT B : 2006 PARIS GRANTS AWARDS MEDIUM MUNICIPALITIES AND SMALL
COUNTY SEATS
Municipal-wide Needs Assessment and Strategic Plan
16 March 2006**

2006 PARIS Grants Municipal-wide Needs Assessment and Strategic Plan			
Project ID	Grantee	Request Total	Final Award
06210301	Belvidere Town	\$18,000.00	\$18,000.00
06070201	Bloomfield Township	\$40,000.00	\$40,000.00
06060101	Bridgeton City	\$37,000.00	\$37,000.00
06040901	Cherry Hill Township	\$37,200.00	\$37,200.00
06120401	East Brunswick Township	\$37,500.00	\$37,500.00
06070501	East Orange City	\$37,000.00	\$37,000.00
06100901	Flemington Borough	\$38,610.00	\$38,610.00
06131601	Freehold Borough	\$20,000.00	\$20,000.00
06041501	Gloucester Township	\$38,610.00	\$38,610.00
06011201	Hamilton Township	\$39,988.00	\$39,988.00
06132101	Howell Township	\$38,610.00	\$38,610.00
06070901	Irvington Township	\$40,000.00	\$40,000.00
06151501	Lakewood Township	\$40,000.00	\$40,000.00
06133201	Middletown Township	\$40,000.00	\$40,000.00
06032301	Mount Holly Township	\$20,000.00	\$20,000.00
06191501	Newton Town	\$38,610.00	\$38,610.00
06090801	North Bergen Township	\$38,610.00	\$38,610.00
06142901	Parsippany-Troy Hills Township	\$38,900.00	\$38,900.00
06160701	Passaic City	\$38,610.00	\$38,610.00
06121601	Perth Amboy City	\$36,000.00	\$36,000.00
06121301	The City of New Brunswick	\$40,000.00	\$40,000.00
06142401	Town of Morristown	\$19,500.00	\$19,500.00
06050601	Township of Middle	\$39,988.00	\$39,988.00
06121501	Township of Old Bridge	\$34,364.00	\$34,364.00
06121701	Township of Piscataway	\$39,500.00	\$39,500.00
06091001	Union City	\$40,000.00	\$40,000.00
06061401	Vineland City	\$37,200.00	\$37,200.00
06081801	Washington Township	\$38,610.00	\$38,610.00
06161401	Wayne Township	\$38,500.00	\$38,500.00
06082201	Woodbury City	\$19,750.00	\$19,750.00
Municipal Needs Assessments total		\$1,060,660.00	\$1,060,660.00

**ATTACHMENT C: PARIS GRANTS 2006 AWARD
SUMMARY**

	Award
Municipal Needs Assessments Total	\$1,060,660.00
County Total	\$22,388,290.00
Large Municipal Total	\$1,220,700.00
CSSD Total	\$3,117,600.00
Records DIRECT Total	\$84,000.00
GRAND TOTAL	\$27,871,250.00

ATTACHMENT D: REVIEW PANEL APPLICATION ASSIGNMENTS

1 July 2006 – 30 June 2007 Grant Year

FY 2006 Funding

Panel 1	CSSD and Large Municipalities
Panel 2	Bergen Burlington Camden Cumberland Gloucester Mercer Sussex
Panel 3	Atlantic Cape May Hunterdon Monmouth Salem Somerset Union
Panel 4	Essex Hudson Middlesex Morris Ocean Passaic Warren

ATTACHMENT E: TIMETABLE FOR 2006-2007 GRANT PROJECTS

Grant Training WorkshopsWednesday, 19 October 2005
Tuesday, 25 October 2005
Thursday, 27 October 2005

Deadline for receipt of draft PARIS grant
applications.....Thursday, 15 December 2005
12:00 noon

Deadline for receipt of completed PARIS
applications.....Friday, 31 January 2006
12:00 noon

State Records Committee announcement of
grant awardsThursday, 18 May 2006

Grant projects may start.....Monday, 3 July 2006

All work on grant projects must be completed.Friday, 29 June 2007

Deadline for receipt of draft narrative and expenditure
reports on completed grant projects.....Friday, 28 December 2007

All grant applications and reports on grant projects shall be submitted to:

*PARIS Grants Administrator
Division of Archives and Records Management
US Mail P O Box 307
Trenton, NJ 08625-0307
Delivery 2300 Stuyvesant Avenue
Trenton, NJ 08618-3226*