



PUBLIC ARCHIVES AND RECORDS INFRASTRUCTURE SUPPORT GRANTS PROGRAM

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

**19 May 2005**

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**Department of State**  
**Division of Archives and Records Management**

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## **BACKGROUND**

The New Jersey State Legislature authorized the establishment of a grant program to support the development and improvement of public archives and records management in county and municipal governments in P.L. 2003, c. 117, sections 38 and 39. The grant program is funded by the New Jersey Public Records Preservation Account (NJPRPA), a dedicated fund established by the same legislation to support public records management, preservation and storage statewide. NJPRPA receives substantial revenue (\$67.5 million in FY 2004) from fees collected for the filing of land records and other documents by county clerks and registers of deeds. The law requires 40 percent of the total fees received by NJPRPA to be allocated for grants to counties and municipalities for the management, storage, and preservation of public records.

The State Records Committee (SRC) adopted administrative rules creating the Public Archives and Records Infrastructure Support (PARIS) Grants Program on December 20, 2004 (see *N.J.A.C. 15:3-7*). The SRC is vested with authority to define the overall scope of the grants program; establish major policies, funding priorities and application guidelines; and make grant awards.

The SRC determined that PARIS would be a competitive grants program, not an entitlement or block grant system. Grants will be awarded on the basis of need and specific competitive evaluative criteria established by the SRC. The program is administered by the PARIS Grants Office within the Division of Archives and Records Management (DARM), Department of State.

The PARIS Grants Program is geared to help county and municipal governments:

- Establish archives and records management, preservation and storage programs;
- develop new program components;
- enhance existing ones; and
- reap efficiencies and economies of scale through intra- and intergovernmental partnering in shared facilities and services.

PARIS grants will help counties and municipalities *build* and *improve* their records programs. Grants are not intended to maintain programs at status quo. Accordingly, counties and municipalities should assume primary responsibility for the ongoing support of their programs by allocating their own staff and fiscal resources to manage public records on a continuing basis.

## **Funding Level**

In Fiscal Year 2005, \$27 million is available for PARIS grants (40 percent of \$67.5 million).

## **Eligible Grantees and Priorities**

In 2005, all 21 counties and the 12 largest municipalities with populations above 75,000 were eligible to apply for PARIS grants. In the initial year, eligible municipalities could request up to \$50,000 for the single purpose of completing a comprehensive archives and records needs assessment and strategic plan. The counties, however, could apply for a maximum of \$1.5 million for a variety of projects addressing the following categories and priorities adopted by the SRC in November 2004:

### **Preservation and Conservation of Public Records and Records Management Projects**

- Archival consultants and personnel
- Preservation/conservation/archival training
- Records storage space
- Preservation imaging and microfilming
- Conservation of public records

### **Electronic Records and Technology Management and the Implementation of Appropriate Technology for Creation and Management of Public Records**

- Records management consultants and personnel
- Records management training
- Imaging systems
- Backlog and legacy records imaging
- Electronic transactions and e-recording portals for land records
- Electronic document management systems
- Infrastructure (wide-area networks, etc.)

In all categories and priorities, the counties were encouraged to explore opportunities for developing intra- and intergovernmental shared records facilities and services.

In addition, DARM has undertaken a coordinated, systematic basic needs assessment survey and strategic planning project in all 21 counties. To ensure that the survey methodology and data gathered were consistent and uniform throughout the state, DARM contracted the Center for Information Age Technology (CIAT) and two regional conservation centers, Northeast Document Conservation Center (NEDCC) and the Conservation Center for Art and Historic Artifacts (CCAHA) for this project. The 21 county needs assessment reports and strategic plans will be published by September 2005.

## **The Application Process**

Due to the rapid roll-out of the PARIS Grants Program in under eight months, the 2005 application process was purposely designed by DARM to provide counties and municipalities as much training, guidance and support as possible in the development of their proposals.

Attachment 1 to this report enumerates the schedule and steps of the application and award process, as included in the PARIS Grants Program guidelines on page 13.

## **THE APPLICATION AND REVIEW PROCESS**

### **The Applications**

All 21 counties and the 12 eligible municipalities submitted rough drafts of their PARIS grant proposals to DARM on February 4, 2005. DARM staff performed a quick 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. DARM staff provided each applicant with written comments on their draft proposals and suggestions for improving their final submission.

On March 4, 2005, DARM received 33 final grant applications comprising 194 projects (182 county and 12 municipal projects). Combined funding requests totaled \$30,245,747.

### **The Panel Evaluation Process**

In March 2005, DARM recruited for service as grant reviewers 30 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 32 grant project proposals to review at home over a four-week period, and written comments and scores on the applications were due in the PARIS Grants Office on April 25.

On April 29, 2005, 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 six panels (five reviewers per panel), and each panel was moderated by a non-voting PARIS or DARM staff member. The assignment of applications to review panels appears as a listing in Attachment 2 to this report.

The PARIS or DARM staff member assigned to the panels moderated deliberations on each project, worked to achieve consensus among the panelists, and carefully recorded 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 on pages 19 and 20 of the PARIS guidelines. The application review criteria are found in Attachment 3 to this report.

The funding recommendations and scoring of the outside panelists are reflected in the detailed reports and documentation finalized and submitted by the panel moderators. This information is available for review upon request to the PARIS Grants Manager. The

total funding recommended for awards by the panels was \$22,679,903 (see Attachment 4, Summary of Amounts by Applicants, in the “Amount Recommended” column). Of this amount, approximately 57 percent of the grants were recommended with specific conditions, or contingencies. The contingencies have to be met by the grantee before funding can be released to start the project. Common contingencies include the required completion of another, related project, such as an inventory, needs assessment or strategic plan, or the need for additional information or documentation.

### **Staff Assessment of Panel Results**

The PARIS staff and DARM panel moderators convened on May 4 to assess all the panels’ award recommendations for consistency. The staff review resulted in recommended adjustments of \$1,920,823 to grant awards. The increase raised the recommended total of awards to \$25,063,653 with \$15,161,215 in outright awards and \$9,902,438 in contingent awards. The adjusted amounts are reflected in Attachment 4.

In approaching the first round of PARIS grants, DARM acknowledges that counties and municipalities were challenged by the shortness of time allotted for preparing their grant applications. Also, because PARIS is a new and fairly complex program, all applicants experienced some degree of difficulty with the grant guidelines and process.

PARIS invited counties and municipalities for the first time to look at their public archives and records management responsibilities from an enterprise perspective. This was a major challenge for governments accustomed to viewing their component offices and agencies as independent programs or “silos,” each focused on its primary business function. Until PARIS, resources were simply not available to develop efficient systems for managing records on an enterprise or even intergovernmental basis.

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 contingencies intended to ensure that the grantees will have the resources they need to begin the development of well planned infrastructure for an efficient archives and records management program. Similarly, funding is recommended for major improvements and expansion in counties with established records programs.

Recognizing that counties are at different stages in developing their records programs, three types of grant awards are recommended:

1. Outright (no contingencies)
2. Outright with qualifications, and
3. Contingent

The latter two categories will require additional review and approval by DARM prior to the release of grant funds.

DARM staff recommended lifting contingencies in certain instances when it was deemed responsible to release funding with qualifications and oversight. The main criteria applied by staff in deciding when to lift contingencies included the following:

- The applicants had provided requested clarifications post submission;
- providing copies of film to the New Jersey State Archives;
- that the original records be sent to the New Jersey State Archives post imaging; and
- that DARM approve vendors.

Following is a general list of the types of adjustments to awards recommended by staff:

1. Where appropriate, money was added for copies from proposed microfilm projects to be made and provided to the New Jersey State Archives.
2. Salaries for requested records manager positions were made consistent at \$56,000, plus benefits, plus \$5,500 for memberships and participation in professional association activities.
3. Archives and records management staff positions should not be funded on a contingency.
4. Where appropriate, proposed management consultants were replaced with staff positions, and staff configurations were generally consistent for the counties.
5. For proposed electronic projects that require planning and needs assessment, the amount needed for planning and assessment is granted without contingency; then the initial amount required for hardware and software for a pilot project is granted contingent on DARM acceptance of a needs assessment and strategic plan.
6. For proposed conservation and preservation projects that require planning and assessment, the planning and assessment money is granted, and money for beginning the preservation and conservation project is granted contingent on completion of the needs assessment and strategic plan.
7. In many instances applicants were not able to identify appropriate vendors to provide competitive quotes for a variety of consulting and equipment purchases. The funding for these projects was made contingent on the applicant completing an appropriate procurement process and identifying a qualified vendor.

## **THE COUNTY OF ATLANTIC**

Atlantic County requested funding for five (5) projects totaling \$1,345,819. The panel recommended funding of \$1,113,274. The staff adjusted recommended funding to \$1,141,799.

**05010001 – Needs Assessment Consultation:** \$18,419 was requested and recommended by the panel and staff for a needs assessment, staff training and key staff membership in professional organizations. The recommendation for award is made with the requirement that the County of Atlantic will clarify what staff will be members of what association(s).

**05010002 – Establish Data Campuses (Equipment Purchase):** \$340,615 was requested, with the panel and staff recommending \$322,090, which would include two (2) book scanners, two (2) microfilm scanner/filmers, one (1) large scale scanner and one (1) archive writer. The panel voted that one (1) microfilm scanner/filmer (\$18,525) be removed and suggested that funding for any additional equipment be submitted in future years after the completion of the county-wide needs assessment.

**05010003 – E-filing of Land Documents, County Clerk’s Office:** \$361,490 was requested and the panel and staff recommended an award of \$195,700. The New Vision fee of \$134,790 will not be funded, as the PARIS program cannot fund payments for an existing system previously purchased; only enhancements to an existing system are fundable. The \$31,000 for library shelving is also not being funded, as the panel felt it had no bearing on the e-government project. The recommended funding will expand and upgrade the County Clerk’s fee recording system.

**05010004 – Stand Alone Imaging System, County Records Center:** \$65,650 was requested. The panel recommended funding of \$28,625 removing one book eye scanner and one book scanner. Staff restored funding for the book scanner, recommending an award of \$57,150. Funding for the book eye scanner was not recommended, as similar equipment is being funded under project 05010002. It is recommended that the county engage a qualified consultant to develop a business plan to address future development of a larger centralized imaging program.

**05010005 – Preservation and Conservation, Year 1:** \$559,645 was requested and the panel and staff recommended an award of \$548,440. The award is recommended subject to the following contingencies:

1. That clarification is provided to the SRC as to who is actually performing the scanning of microfilm currently stored at commercial storage; and
2. That the scanning criteria will be revisited and clarified as the SRC recommends 200 dpi for black and white and not grayscale. \$11,205 for the media cabinets is not being funded, as the panel determined that the county should include a study of storage options in the county-wide assessment.

## **THE COUNTY OF BERGEN**

Bergen County requested funding for ten (10) projects totaling \$2,108,357. The Panel recommended funding at \$762,607. The staff adjusted recommended funding to \$1,189,277.

The hiring of archives and/or records management staff (Project 05020010) is the highest priority for Bergen County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

**05020001 - County-wide Inactive Records Storage, including records inventory and bar-coding:** This project would allow for the inventorying, sorting and barcoding of records stored in various county facilities. \$121,800 was requested and recommended for award with the requirement that:

1. Transmittal preparation be completed before decisions about moving the records are made; and
2. qualifications and references be provided to the SRC documenting the selected vendor's experience working with governmental or inactive records.

**05020002 - Preservation and Improved Access to Filed Maps, County Clerk's Office:** \$224,970 was requested and recommended by the panel and staff with the contingency that the fee-based subscription be explained to, and approved by, the SRC in the context of the Open Public Records Act.

**05020003 - Improved Access to Trade Name Index Data, County Clerk's Office:** This project would improve access to trade names filed with the Bergen County Clerk's Office. \$96,400 was requested and \$22,000 was recommended for award by the panel to cover the new database application because the panel felt that the justification for equipment needed exclusively for this project was not sufficient.

**05020004 - Improved Access for Public to Naturalization Records, County Clerk's Office:** \$294,200 was requested. The panel recommended funding of \$184,950. The staff restored full funding and increased funding to provide \$5,950 to cover the cost of providing silver halide microfilm to the New Jersey State Archives. Total recommended was \$300,150 for this project that will create digital images from microfilm of Bergen County Naturalization Records. Funding is provided with the requirement that the project will include:

1. Creation of a data structure which includes volume/page references;
2. provision of free public access to the database; and
3. transferring the original pre-1948 records and a full set of the microfilm to the New Jersey State Archives following image certification.

**05020005 - Restoration of various bound books, County Clerk's Office:** \$13,500 was requested and recommended by the panel and staff for restoration of select books housed at the Bergen County Clerk's Office. The recommended award is contingent on:

1. The submission of a plan of work for the project;
2. the provision of a treatment plan for the specific volumes proposed to be conserved; and
3. the provision of two quotes from qualified vendors subject to SRC approval.

**05020006 - County-wide Scanning and Records Management Solution (Software):** \$383,464 was requested and the panel and staff recommended \$100,000 for a thorough electronic imaging needs assessment. This direct award recommendation is made with the requirement that this project will:

1. ensure that the needs assessment will incorporate:
  - a. A comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures.
2. ensure that the strategic plan includes:
  - a. An introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

Staff recommends increasing funding to include \$200,000 contingent upon the assessment findings for the implementation of a pilot imaging system in a department or departments to be identified in the study.

**05020007 - County-wide Records Management, Scanning and Imaging System Solution (Hardware):** \$380,488 was requested and none was recommended by the panel. The funding recommended by the staff in project 05020006 includes funding for the hardware needed to implement a pilot records management scanning and imaging system.

**05020008 - Restoration of Bound Books, Surrogate's Office:** This project would fund conservation treatment on several books held by the Bergen County Surrogate's Office. \$451,000 was requested and the panel recommended \$14,000 to cover a conservation plan and the highest priority items. The staff recommended \$122,000 in funding to include: \$2,000 outright for a conservation plan to be provided from a qualified vendor,

and \$120,000 for the actual treatment of a larger number of high priority items. The funding is granted with the contingency that actual treatment dollars (\$120,000) be withheld until the county provides SRC with the conservation and treatment plan, as well as documentation on record series, inclusive dates and the condition of the volumes to be treated as required by PARIS guidelines.

**05020009 - Storage Units, Surrogate's Office:** \$64,905 was requested and \$3,757 was recommended to cover only the thirteen (13) pull-out shelving units and not the electronic filing cabinet, with the requirement that the shelving units are not part of the electronic filing cabinet system (no contingency, although the county should demonstrate that shelving units are independent of the electronic filing cabinet). The electronic filing cabinet was considered inappropriate equipment.

**05020010 - Staff - County Records Manager:** The panel recommended full funding of this high priority initiative - hiring a Records Manager for the County of Bergen. The staff increased the amount recommended from \$77,630 to \$81,100. The amount includes a base salary of \$56,000, benefits of \$19,600, and an additional \$5,500 added for professional organization memberships. The increase made the salary consistent with similar positions requested by other counties. The benefit rate was calculated at 35% to make it more consistent with other counties. Funding for this project is recommended with the requirement that the hiring of the Records Manager shall be subject to verification by DARM that the proposed candidate meets all required qualifications for this title.

The hiring of archives and/or records management staff (Project 05020010) is the highest priority for Bergen County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

## **THE COUNTY OF BURLINGTON**

Burlington County requested funding for eleven (11) projects totaling \$1,333,810. The panel recommended funding at \$939,290. The staff adjusted the recommended funding to \$1,254,945.

**05030001 - County Records Management Planning Consultation and Staffing:** This project allows the county to contract for a county-wide needs assessment and strategic plan. \$90,000 was requested and \$172,300 was recommended by the panel and staff, including the addition of a Records Manager (\$77,500 for salary and benefits, and \$5,500 for professional organization memberships). The panel considered it inadvisable to proceed with many of the county's proposals without first having a Records Manager in place to monitor and participate in the processes. The funding is recommended based on the requirement that:

1. appropriate contractors will be selected for the planning project, subject to SRC approval, and that specifically the county provide proof that a vendor with records management and records inventory qualifications will be used;
2. the hiring of the Records Manager shall be subject to verification by the SRC that the proposed candidate meets all required qualifications for this title;
3. the reporting line of the Records Manager position and the appointment of the candidate be subject to approval by the SRC;
4. the planning project will address both archives and records management;
5. a comprehensive county-wide records inventory will be conducted as the first step; that the records of the Surrogate's Office be specifically addressed, and that the process result in a priority list and treatment plan for conservation of the Surrogate's historical records;
6. the needs assessment will incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
7. the strategic plan will include:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

**05030002 - Equipment for new Records Retention Center (Shelving, Conveyor and Boxes):** This project allows the county to purchase additional equipment and supplies for

the new county records center, including acid-free boxes, shelving and a conveyor. \$166,275 was requested and the panel and staff recommended \$154,760, which reduces the award for supplies and materials by \$11,060 as the proposed acid-free box costs were considered excessive. The grant is contingent on the following:

1. that shelving configuration is submitted for review and approval by SRC; and
2. that more appropriate archival box types be used as recommended by DARM (Archives).

**05030003 - E-filing of Land Documents, County Clerk's Office:** This project allows for the e-filing of land documents, including deeds and mortgages, in the County Clerk's Office. \$180,466 was requested and recommended for award by the panel and staff.

**05030004 - Roller Shelving for Document Books:** This project allows for the purchase and installation of roller shelving. \$96,466 was requested and \$97,466 was recommended for award by the panel and staff. An increase of \$1,000 was recommended to provide for a needs assessment in the office. The panel considered the proposal to be justified, but raised concerns relative to continued use of volumes in poor condition without a plan for treatment, retiring originals as needed, and making alternate formats available. The award is contingent on the following:

1. That the conservator's plan is provided to SRC for review;
2. that the county explain how any issues raised will be addressed; and
3. that the shelving plan be submitted to SRC for review and approval.

**05030005 - High Density Shelving Units and Fire Proof Storage, Prosecutor's Office:** This project allows for the purchase and installation of shelving units in the Prosecutor's Office. \$87,826 was requested and \$64,572 was recommended for award by the panel and staff. The panel deducted an amount for overtime pay for existing employees because the request for overtime was questionable under PARIS guidelines.

**05030006 - Document Imaging, Prosecutor's Office:** This project allows for imaging of records filed in the Prosecutor's Office. \$140,639 was requested, and \$135,613 was recommended for award by the panel and staff. The panel deducted an amount for overtime pay for existing employees because the request for overtime was questionable under PARIS guidelines. The award is recommended contingent on the county addressing the issues below to the SRC's satisfaction:

1. Provide a work plan which forms sufficient basis for structuring successful design, development and implementation processes;
2. provide a description of the records series involved and provide details regarding how the project team will conduct document conversion operations;
3. provide resumes for the systems engineers and programmer/analysts required for the job; and
4. use a scanner approved by the SRC, not a scanner-filmer.

**05030007 - Acid Free Boxes and Records Destruction:** This project allows for the purchase of acid-free boxes and the destruction of records with expired retention. \$10,520 was requested and \$3,350 was recommended for award by the panel and staff,

\$2,000 for disposition services (shredding) and \$1,350 for acid-free boxes. The panel reduced the amount because it considered the proposed budget for acid-free boxes to be excessive since the box type was inappropriate (as the county acknowledged in post-deadline communication) and the needed quantity was unknown.

**05030008 - Scan and Store Treasurer's and Engineering Records:** This project allows for the scanning of records filed with the County Treasurer and Engineering Department. \$205,763 was requested and \$90,563 was recommended for award by the panel and staff. The recommended amount will fund Planning and Engineering during the first year. The panel considered the work plan to be overly ambitious for a one-year timeframe. The award is recommended with the contingency that the county provide:

1. Detailed information concerning indexing;
2. documentation of file back-up procedures;
3. development of a procedure manual; and
4. a description of the County Application Xtender Imaging.

**05030009 -- Expand Enterprise Image Storage Management System:** This project allows the county to expand its enterprise image storage management system. \$232,355 was requested and \$0 was recommended for award by the panel due to a lack of documentation and a general needs assessment. \$232,355 was recommended by staff contingent upon:

1. The completion of the needs assessment funded under project 05030001;
2. clarification submitted to the SRC that the needs assessment will include a recommendation on the storage capacity needed, and evaluates all departments involved need for imaging over other records management solutions;
3. clarification submitted to the SRC on the specific 6 departments are already scanning and what specific hardware and software each currently uses; and
4. successful certification of the existing systems by the State Records Committee and DARM.

**05030010 Standard Document Imaging Solution:** This project allows the county to expand its enterprise-wide image storage management system (related to project 05030009), by allowing additional departments to join the system through the purchase of additional equipment. \$78,500 was requested and \$0 was recommended by the panel due to lack of documentation and the absence of a general county-wide needs assessment. \$78,500 was recommended by staff contingent on:

1. the completion of the needs assessment funded under project 05030001;
2. clarification submitted to the SRC that the needs assessment will include a recommendation on the storage capacity needed, and evaluates all departments involved need for imaging over other records management solutions;
3. clarification submitted to the SRC on the specific six (6) departments that are already scanning and what specific hardware and software each currently uses; and
4. successful certification of the existing systems by the State Records Committee and DARM.

**05030011 - Municipal Records Management Shared Services Planning Consultation:** This project allows the county to begin planning shared services with the municipalities within the county. \$45,000 was requested and recommended for award by the panel and staff with the requirement that:

1. The accumulated data will be provided to the Records Manager funded under project 05030001;
2. the consultant's report address best practices amongst the municipalities;
3. the contractor selected have demonstrated records management experience; and
4. the use of this vendor be subject to SRC approval.

## **THE COUNTY OF CAMDEN**

The County of Camden requested \$2,003,346 in funding. The panel recommended \$1,448,119 and the staff recommended \$1,360,443. The staff deducted \$87,676 in contingent funding for additional staff positions from the panel's recommendation.

Camden County's PARIS grant application was submitted with funding requests of more than \$500,000 over the maximum allowed award amount and without prioritization, the review panel evaluated the requests in relation to the PARIS grant priorities in order to reduce the funding request.

The hiring of archives and/or records management staff (Project 05040002) is the highest priority for Camden County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

**05040001 - Needs Assessment and Strategic Plan:** This request for \$109,800 to fund a Records Survey and Needs Assessment was reduced by the panel to \$104,800 based on another vendor quote for similar services of \$850 per day vs. the \$900 per day (-\$5,000) provided in the proposal. This award is recommended with the requirement that the county will:

1. prepare a detailed specification subject to SRC approval
2. ensure that the needs assessment will incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures.
3. ensure that the strategic plan includes:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals; and
4. retain qualified contractors that are subject to SRC approval.

**05040002 - Department Development (Staff) and Organizational Memberships:** The County requested and the panel recommended an award of \$311,576 for additional

records management staff and to provide for staff development and organizational memberships. The staff reduced the award to \$223,900 removing the contingent funding for additional staff. The recommended amount will fund:

1. Records Manager at \$60,000 base salary;
2. Archivist at \$60,000 base salary;
3. Records Analyst at \$48,000 base salary;
4. benefits at 30% or \$50,400; and
5. memberships at \$5,500 for memberships in appropriate professional organizations. \$30 was deducted because the County already has a CARMA membership.

This funding is recommended with the requirement that:

1. Any position funded by a PARIS grant cannot support existing positions; and
2. the hiring of staff shall be subject to verification by DARM that the proposed candidate meets all required qualifications for this title.

The hiring of archives and/or records management staff (Project 05040002) is the highest priority for Camden County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

Any positions to be added in the future should be identified through the needs assessment (Project 05040001).

**05040003 - E-filing of land documents, County Clerk's Office:** The panel and staff recommended full funding of this project at the requested \$245,466.

**05040004 - Remote Centralized Archival Records Storage (Commercial Storage):** The county requested \$372,200 to establish remote centralized archival records storage and the panel and the staff recommended full funding contingent on completion of project 05040001 (the needs assessment). The needs assessment should enable the county to determine whether records need to be "triaged" and moved in bulk to the temporary records storage facility prior to inventory and rehousing or whether conditions are sufficient to inventory and rehouse on-site prior to moving the records to the temporary storage facility. Funding is contingent upon completion of the needs assessment which is understood to enable the county to:

1. Prepare a detailed work plan and timetable;
2. provide an explanation of why there are an estimated 60,000 cubic feet of records, but only a need for 40,000 cubic feet of boxes;
3. identify who will be prepping the records for their move to the temporary records storage center; and
4. identify the county personnel who will be conducting the inventory

**05040005 - Back File of Land Records, County Clerk's Office:** The panel and staff recommended full and outright funding of the requested \$340,000 for this project.

*Funding for projects 05040006, 05040007, 05040008 and 05040009 were not recommended for funding first, because there was a need to reduce the county's total grant request by \$500,000 but also because there is a considerable amount of planning that is required and recommended for funding this year that will better enable the county to identify priorities and plan an enterprise wide solution to their document storage and retrieval needs.*

**05040006 - Scanning, Departments of Engineering and Planning:** The \$202,666 in funding of this project was not recommended for award.

**05040007 - Document Scanning:** \$200,974 for scanning of documents in several offices, including the Clerk of the Board, Surrogate's Office and Health and Human Services was not recommended for award.

**05040008 - Shelving, Board of Social Services:** \$37,500 for shelving for the County Board of Social Services was not approved because the organization is currently ineligible under current grant guidelines.

**05040009 - Fingerprinting Scanning, Sheriff's Office:** \$109,087 in funding was not recommended for award for this project.

**05040010 - Filing Systems, Sheriff's Department:** The \$74,077 requested for this project was recommended for award by the panel and the staff.

This project has the potential to enhance the Sheriff's Department's use of records. It should also improve the ongoing records management activities in the Sheriff's Office by allowing them to more easily maintain an inventory of their active records, and identify records eligible for disposal in a timely manner. The full amount is recommended for award contingent on completion of the needs assessment (Project 05040001). It is understood that the needs assessment will serve to:

1. Determine if these records are required to be kept onsite; whether they could be included in a county-wide records storage facility; or if the reference/retrieval rate warrants conversion to digital images, and
2. demonstrate that the County has considered the impact of having these records to accommodate the specialized shelving.

## **THE COUNTY OF CAPE MAY**

Cape May County requested funding for eight (8) projects totaling \$1,481,859. The panel and staff recommended full funding at \$1,481,859. Each project is appropriate to the further development of Cape May County's Archives and Records Management Program. Each project recommended an appropriate enhancement of the County's established archives and records management program or conceived in support of the County's authorized \$280,398 in bonding for the construction and furnishing of a regional record recovery center. The State Records Committee notes that this County is exemplary in its use of PARIS grant funding to enhance a solid commitment to the institutionalized and active archives and records management program.

**05050001 – Regional Records Recovery Center (RRRC):** \$588,290 was requested and the panel and staff recommended full funding for the planning, staffing and equipment in support of the establishment of the Regional Records Recovery Center (RRRC). This will enhance the county's ability to quickly and completely recover from any disaster involving local government maintained in an electronic format.

**05050002 – Archives and Records Management Training:** \$154,192. was requested and the panel and staff recommended full funding for archives and records management staff training which will facilitate development of a records management plan, procedure manual and training for computer users who create and store records electronically.

**05050003 – Standardized Document Imaging for an Enterprise-wide Solution and Discrete Department:** \$515,639 was requested and the panel and staff recommended full funding. This project will introduce open-architecture, enterprise-wide scanning software to six departments.

**05050004 – Archival Preservation, Immediate and Long Term:** \$34,185 was requested for immediate and long term archival preservation. The panel and staff recommended full funding for microfilming of the records in the Tax and Sheriff's Offices and transfer of the microfilm to offsite storage.

**05050005 – Archives and Records Management Professional Organization Memberships:** \$14,433 was requested for archives and records management professional organization memberships and participation for key staff. The panel and staff recommended full funding.

**05050006 - New Jersey Electronic Recording Portal Enhancement, County Clerk's Office:** \$133,620 was requested to provide the County Clerk's office with the means to accept the electronic recording of land records. The panel and staff recommended full funding.

**0505007 – Records Storage Center Space Enhancement:** \$36,500 was requested for a records storage center space enhancement. The panel and staff recommended full

funding to install mobile shelving in an existing records storage area to increase its capacity.

**05050008 – Records Management Needs Assessment Study/Business Process Analysis:** \$5,000 was requested to provide the county with a tool to use for strategic planning and to analyze methods of operation and recordkeeping., and the panel and staff recommended full funding.

## **THE COUNTY OF CUMBERLAND**

Cumberland County requested funding for eight (8) projects totaling \$1,500,000. The Panel recommended funding of \$920,388. The staff adjusted the recommended funding to \$1,018,568.

The hiring of archives and/or records management staff (Project 05060007) is the highest priority for Cumberland County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

**05060001 - Preservation Assessment and Conservation:** This project would provide for a preservation assessment and the conservation of historical records. \$659,356 was requested (\$150,000 for a preservation assessment and \$509,356 for the conservation of historical records). The panel recommended an award of \$200,000 and the staff adjusted the amount to \$280,000. \$50,000 was recommended to fund a thorough preservation needs assessment and full inventory of all paper records for the County and \$230,000 was recommended for the treatment of those items identified to be most at risk during the assessment phase. This recommended award is contingent on the completion and submission of the inventory, preservation needs assessment and treatment plan to the SRC.

The funding level for the needs assessment was based on a preservation needs assessment estimated at 33 days at \$600 a day plus travel (\$19,800). The additional \$30,200 is included for a complete inventory of paper records which was not included in the inventory proposed in project 05060004. The direct award of \$50,000 is recommended with the requirement that:

1. A qualified vendor will be retained;
2. the needs assessment will address:
  - a. The status of basic records management;
  - b. Adherence to retention and destruction procedures;
  - c. Records storage facility conditions;
  - d. Status and condition of historical records; and
  - e. Document handling rules and procedures.

The additional \$230,000 is contingent on:

1. Completion of the inventory and needs assessment and the approval of the results by the SRC; and
2. finalization of a deposit agreement by the County of Cumberland with the Cumberland Historical Society for all historical government records housed at Cumberland County Historical Society, if applicable.

**05060002 - Facilities Study - Inventory and Planning Description:** \$150,000 was requested and \$42,476 was recommended by the panel and staff. The panel based its

recommended funding level on the quote provided which limited the scope of work to a facilities study. The award is made outright with the requirement that the county select a vendor experienced in archival and records management facility planning.

**05060003 - Needs Assessment - Technology (Records Management):** \$115,540 was requested and \$94,200 was recommended by the panel and the staff. This is the total amount requested less a quote of \$21,340 by the vendor for "certification assistance." DARM can provide the county with assistance during the certification process, and requires local governments to take the responsibility of filling out the forms and reviewing the process themselves.

**05060004 - Records Inventory:** \$13,780 was requested and recommended by the panel and staff. Although the summary and narrative state that the proposed inventory will cover all records, including electronic and physical, the quote seems to contradict this. The quote is for the inventorying of electronic records only. Money has been added to project 05060001 to cover an inventory of paper records. This award is recommended as an inventory of electronic records within the county.

**05060005 - Education and Training:** \$5,560 was requested and recommended by the panel and staff for memberships and conference attendance.

**05060006 - E-filing Portal, Land Documents, County Clerk's Office:** \$215,466 was requested and recommended by the panel and staff for the County to join the e-filing portal, hosted by Monmouth County, in the County Clerk's Office.

**05060007 - Staff: Archives and Records Management Office:** \$242,233 was requested and \$255,086 was recommended to fund the following four positions:

1. Records Manager: \$57,000 base salary and \$22,715 benefits;
2. Archivist: \$55,000 base salary and \$21,918 benefits;
3. Records Analyst: \$48,000 base salary and \$19,128 benefits; and
4. Clerk Typist: \$22,400 base salary and \$8,926 benefits.

The panel converted one of the requested clerk typist positions to a records analyst position and cut two additional requested clerk typists. This recommended award is made with the requirement that the hiring of the Records Manager shall be subject to verification by DARM that the proposed candidate meets all required qualifications for this title.

The hiring of archives and/or records management staff is the highest priority for Cumberland County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

**05060008 - Indexing and Back file Imaging - Land Records and Naturalizations:**

\$98,065 was requested and \$112,000 was recommended for microfilming of land records (back file imaging) and Cumberland County naturalization records with the requirement that:

1. Copies of silver halide microfilm will be provided to the New Jersey State Archives in compliance with the "Supplement to Historical Records Section – PARIS Grants Guidelines;"
2. the original naturalization records be transferred to the New Jersey State Archives post imaging and certification, in compliance with the "Supplement to Historical Records Section - PARIS Grants Guidelines." This is particularly critical since the county had not identified an appropriate place for the storage of the originals; and
3. the imaging project will adhere to SRC rules and regulations regarding imaging projects and certification.

## **THE COUNTY OF ESSEX**

Essex County requested funding for eight (8) projects totaling \$1,499,870. The panel recommended funding of \$1,452,719. The staff adjusted recommended funding to \$1,469,877. The staff adjusted the amounts allocated for a Records Manager in project 05060006 to make the salary, benefits and training allocations similar to those of other counties.

The hiring of archives and/or records management staff (Project 05070006) is the highest priority for Essex County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

**05070001 - Records Inventory and Preservation (Commercial Storage):** \$154,980 was requested and recommended by the panel and staff for the storage of select county records at a commercial storage facility.

**05070002 - Microfilming of Inactive and Historical Records, Board of Chosen Freeholders:** \$172,132 was requested and \$205,382 was recommended by the panel and staff for the microfilming of records of the Essex County Board of Chosen Freeholders, including minutes and resolutions. Money has been added to the project for copies of silver halide microfilm to be sent to the New Jersey State Archives in compliance with the "Supplement to Historical Records Section - PARIS Grant Guidelines."

**05070003 - Imaging System for Vault Records, County Clerk's Office:** \$77,085 was requested and recommended by the panel and staff for the installation of an imaging system, Essex County Clerk's Office, for the electronic filing of such records as liens and trade names. The recommended funding is contingent on completion of project 05070004 (LAN/WAN Assessment and E-Records) which, as a county-wide study, is understood to include this key department as well as identification of the appropriate system to be installed in the Clerk's Office.

**05070004 - LAN/WAN Assessment and Electronic Records Shared Services Pilot Program:** \$179,664 was requested for an assessment of the county's current imaging and technology procedures, and the implementation of a pilot imaging project in two key departments. \$69,824 was recommended as an outright grant funding the needs assessment. A recommended allocation of \$109,840 for a pilot program is contingent on the completion of the assessment and submission of a copy to SRC for review. The assessment is understood to include identification of the most appropriate departments to receive the pilot program.

**05070005 - e-Recording, Land Documents, Register of Deeds and Mortgages:** \$209,466 was requested and recommended by the panel and staff to establish e-recording

in the Essex County Register of Deeds and Mortgages Office by joining the Monmouth County hosted portal.

**05070006 - Staff: Records Manager:** \$61,142 was requested for a Records Manager position for the County of Essex, including full benefits. The panel recommended full funding and the staff recommended increasing the grant amount to \$78,300 to make the salary and professional membership amounts consistent with other counties. The recommended award includes:

1. Records Manager salary: \$56,000;
2. benefits: \$16,800; and
3. professional memberships and conferences: \$5,500.

This recommendation is made with the requirement that the hiring of the Records Manager shall be subject to verification by DARM that the proposed candidate meets all required qualifications for this title.

The hiring of archives and/or records management staff is the highest priority for Essex County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

**05070007 - Imaging Systems and Microfilming, Departments of Public Works and Parks:** \$535,000 was requested and \$565,000 was recommended by the panel and staff for imaging of documents, including maps and drawings, of the Essex County Department of Public Works and Parks. \$30,000 has been added to the project for duplicate copies of silver halide microfilm containing pre-1900 records to the New Jersey State Archives in compliance with the "Supplement to Historical Records Section - PARIS Grant Guidelines." This number may be lower based on the number of pre-1900 reels created; a listing of such should be provided to the SRC for review once available.

**05070008 - AS 400 System Upgrade and Imaging Implementation, Sheriff's Office:** \$110,401 was requested to upgrade the existing AS400 system in the Essex County Sheriff's Office. The panel and staff recommend no funding of this project because it supports ongoing records management, rather than enhancement or development of infrastructure in contradiction of the basic PARIS criteria. It was also determined that funding of the project would be premature because the Sheriff's Department should be part of the county-wide LAN/WAN assessment to make sure that an upgrade of this existing system is the best option and the existing system must be certified by the SRC prior to any update in accordance with State regulation.

## **THE COUNTY OF GLOUCESTER**

Gloucester County requested funding for twenty-one (21) projects totaling \$1,496,600. The panel recommended funding at \$1,374,227. The staff recommended funding at \$1,448,231.

The hiring of archives and/or records management staff (Project 05080019) is the highest priority for Gloucester County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

**05080001 - Disaster and Recovery, Clayton Complex:** This project allows the county to create a backup site for the storage of electronic records, creating a location for disaster recovery. \$89,775 was requested and recommended for award by the panel and staff, contingent on the completion of project 05080020 (county-wide Disaster Recovery Plan).

**05080002 - Records Recovery, SANs:** This project allows the county to purchase equipment to enhance the storage of electronic records and the recovery of such records in the case of disaster. \$174,504 was requested and recommended for award by the panel and staff, contingent on the completion of project 05080020 (county-wide Disaster Recovery Plan).

**05080003 - Records Management Training, Electronic Documents:** This project allows the county to have a procedure manual created, and county personnel, specifically computer users, trained in electronic record keeping. \$70,000 was requested and recommended for award by the panel and staff with the requirement that appropriate contractors be selected for the training subject to approval by the SRC, specifically a vendor qualified for records management training.

**05080004 - Electronic Document Management System (EDMS):** This project allows the county to focus on the storage of records electronically, thus reducing the amount of paper records needed to be stored. The project will also allow for the more efficient retrieval of such records through the use of an open-architecture enterprise-wide scanning software product to be installed in eight (8) departments at two (2) physical locations. \$270,504 was requested and recommended for award by the panel and staff contingent on the completion of project 05080013 (workflow study).

**05080005 - Preservation Microfilming of Mortgage Books, County Clerk's Office:** This project allows mortgage books filed in the County Clerk's Office to be imaged, so that the original records may be retired off-site. \$65,250 was requested and recommended for award by the panel and staff.

**05080006 - Preservation Microfilming of Naturalization Records, County Clerk's Office:** This project would allow preservation microfilming of naturalization records

stored in the County Clerk's Office. \$12,420 was requested and \$12,840 was recommended by the panel and staff, \$420 was added to provide copies of the silver halide microfilm to the New Jersey State Archives, in compliance with the "Supplement to Historical Records Section - PARIS Grant Guidelines." The project is funded with the requirement that the microfilming project must adhere to SRC rules and regulations regarding imaging and certification.

**05080007 - Back-file Microfilm- Image Conversion of Deeds, County Clerk's Office:**

This project will allow the county to back-file image land records filed in the County Clerk's Office. \$131,400 was requested and recommended for award by the panel and staff. The project is funded with the requirement that the project will adhere to SRC rules and regulations regarding imaging and certification.

**05080008 - Microfiche to Microfilm Conversion, Surrogate's Office:** This project will allow the county to back-file image estate papers filed in the County Surrogate's Office. \$23,018 was requested and recommended for award by the panel and staff contingent on the completion of project 05080020 (Disaster Recovery Plan). The project is funded with the requirement that the project will adhere to SRC rules and regulations regarding imaging and certification.

**05080009 - Off-site Microfilm Storage, Clerk of the Board of Chosen Freeholders:**

This project will allow master film of records filed in the Office of the Clerk of the Board of Chosen Freeholders to be properly stored off-site. \$2,550 was requested and recommended for award by the panel and staff. The project is funded with the requirement that the project will adhere to SRC rules and regulations regarding records storage facilities.

**05080010 - Archive Training and Memberships (MARAC and SAA):** This project will allow select staff to join professional organizations and attend conferences related to archival preservation, including MARAC and SAA. \$3,122 was requested and recommended for award by the panel and staff.

**05080011 - Records Management Training and Memberships (NAGARA, ARMA, CARMA):** This project will allow select staff to join professional organizations and attend conference relative to records management, including NAGARA, ARMA and CARMA. \$9,885 was requested and recommended for award by the panel and staff.

**05080012 - Records Storage Space Multiple locations:** This project will allow for the installation of proper shelving in various storage locations. \$181,400 was requested and recommended for award by the panel and staff with the contingencies that:

1. The project adhere to SRC records storage standards; and
2. the County of Gloucester will submit to the SRC a storage and shelving plan depicting adequate space to accommodate standard-size shelving for their review and approval.

**05080013 - Records Management Work Flow Analysis and Documentation:** This project will allow the county to contract for a county-wide needs assessment that will include a work flow analysis and inventory of all paper records. \$85,000 was requested and recommended for award by the panel and staff with the requirement that:

1. Appropriate contractors and subcontractors will be selected for the project and will be subject to approval by the SRC;
2. the assessment and plan cover:
  - a. the status of basic records management;
  - b. business process analysis;
  - c. adherence to retention and destruction procedures;
  - d. current and projected use of imaging and electronic records technology;
  - e. status and condition of historical records; and
  - f. document handling rules and procedures.

**05080014 - Clerk's Office Book Cleaning:** This project would allow select books housed in the Clerk's Office to be cleaned. \$2,860 was requested and recommended for award by the panel and staff contingent on the completion of project 05080015, which includes a preservation survey, to ensure that proper measures are taken for the care and cleaning of the records.

**05080015 – Surrogate's Office - Book Repairs:** This project would allow select books housed in the Surrogate's Office to receive preservation treatment. \$122,896 was requested and recommended for award by the panel. Staff recommended funding at \$122,000, which would include \$2,000 for a preservation survey of both the Clerk's and Surrogate's Offices to ensure that proper methods are chosen. \$120,000 is contingent upon the completion of the survey and treatment plan for the conservation of those records identified during the preservation survey.

**05080016 - Highway Maps:** This project would allow for the evaluation of many historical maps housed by the county. \$36,690 was requested and recommended for award by the panel and staff. The project is recommended for award with the requirement that the project will provide for collaboration between a map curator and a cartographer who will conduct an archival appraisal of the maps to determine which ones, if any, should be candidates for preservation.

**05080017 - Improve Access to Historical Records at Gloucester County Historical Society:** This project will allow the county to complete an inventory of all county governmental records currently housed at the Gloucester County Historical Society. \$3,000 was requested and recommended for award by the panel and staff. A deposit agreement between the County of Gloucester and the Gloucester County Historical Society has been secured.

**05080018 - Project Management:** This project would allow the county to hire a consultant to manage all of the projects funded through PARIS. \$78,400 was requested and no funding was recommended by the panel and staff based on the following:

1. PARIS money cannot be used for project management, and

2. PARIS funding is being provided for additional county personnel under project 05080019.

**05080019 - Additional County Personnel:** This project will allow the county to hire additional staff for archives and records management, including a Records Manager. \$110,263 was requested and \$63,840 was recommended by the panel for one Records Manager. \$136,990 was recommended by staff to allow the county to hire a Records Manager and a Records Analyst. The staff change was made to make the award recommendation consistent with what was granted to other counties seeking records management staffing. The project is recommended for award with the requirement that the hiring of the Records Manager shall be subject to verification by DARM that the proposed candidate meets all required qualifications for this title.

The hiring of archives and/or records management staff is the highest priority for Gloucester County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

**05080020 – Disaster Recovery Planning:** This project will allow the county to develop and implement a disaster recovery plan, which will help minimize the degree of loss from a disaster. \$13,765 was requested and recommended for award by the panel and staff with the requirement that the plan will adhere to the State Records Committee and DARM's disaster prevention/recovery and business continuity planning guidelines for hardcopy, micro-imaged and electronic records.

**05080021 - Microfilm-Image conversion:** This project will allow for the imaging of the minutes of the Board of Chosen Freeholders. \$9,898 was requested and \$11,928 was recommended by the panel and staff, an increase in \$2,100 was recommended to provide the New Jersey State Archives with copies of silver halide microfilm in compliance with the "Supplement to Historical Records Section - PARIS Grant Guidelines."

## **THE COUNTY OF HUDSON**

Hudson County requested funding for seven (7) projects totaling \$1,529,083. The Panel recommended funding at \$1,257,983. The staff adjusted recommended funding to \$1,397,983.

The hiring of archives and/or records management staff (Project 05090005) is the highest priority for Hudson County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

**05090001 – Enterprise Document Management System:** \$82,780 was requested and the panel and staff recommended \$37,780 for the implementation of a pilot imaging system, contingent on the completion of the needs assessment proposed in project 05090003. The panel determined that the funds requested for an assessment was a duplicate of what was being requested in project 05090003 and that the request for seventeen weeks of study was excessive considering that twenty-one weeks is quoted in the overall assessment under project 05090003. Additional money has been provided in project 05090003 to provide sufficient funding for the proposed needs assessment to include identification of the most appropriate system as well as the best office to serve as the pilot for implementation.

**05090002 – Infrastructure Upgrade:** \$644,184 was requested and recommended for full funding by the staff and panel for infrastructure development to link multiple sites. Documentation of the specific location of the backup site, including evidence that it meets the minimum distance requirements of at least five (5) miles was received and accepted during the review period.

**05090003 – Needs Assessment/Planning:** \$99,600 was requested, the panel recommended \$90,000 and the staff recommended \$239,000 to be funded as follows:

1. \$99,000 outright for the overall county-wide needs assessment,
2. \$140,000 for shredding contingent on completion of the needs assessment.

The panel reduced the recommended amount by \$9,600 for unexplained training and conferences and added \$9,000 to the \$90,000 assessment quote to provide funding for the assessment and plan for the implementation of a pilot imaging system funded under project 05090001. The shredding was moved from project 05090004 and added to this project after clarification was received from the county that the shredding is for expired retention records discovered during the inventory phase of the assessment.

The needs assessment funding is recommended with the requirement that appropriate contractors will be selected for the assessment, planning and inventorying; that the contractors are subject to approval by SRC; and that the assessment and plan will include:

1. The status of basic records management;

2. business process analysis;
3. adherence to retention and destruction procedures; and
4. current and projected use of imaging and electronic records technology (including the study relative to the implementation of a pilot system funded under project 05090001).

**05090004 – Records Management:** \$250,000 was requested and the staff and panel recommended \$72,000. The recommended funding is to be used for the creation and development of a records manual and training classes. Funding is recommended with the requirement that the selection of an appropriate vendor who specializes in general records management and subject to approval by the SRC. \$140,000 for shredding services included in this project was moved to project 05090003 after receiving clarification from the County of Hudson. The \$38,000 listed in the PARIS-7 for “storage” is not to be funded because there was not enough detail provided to justify the expenditure as part of a comprehensive records management plan.

**05090005 – Creation of Office:** \$273,019 was requested and the staff and panel recommended \$255,019 for the creation of an Office of Archives and Records Management. \$18,000 for consultation was removed and not funded due to lack of adequate justification. The project is awarded with the requirement that the appointment to these positions are subject to SRC approval.

The hiring of archives and/or records management staff is the highest priority for Hudson County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

**05090006 – Comprehensive Preservation Needs Assessment:** \$4,500 was requested and the staff and panel recommended \$50,000 to ensure adequate funding for a comprehensive county-wide preservation needs assessment and the development of a treatment plan, as indicated by the project narrative and summary. The provided quote of \$4,500 stated that the survey would be only for the County Clerk’s Office. The project is funded with the requirement that:

1. Appropriate contractors will be selected, subject to SRC approval;
2. the preservation survey and assessment include:
  - a. an assessment of records storage facility conditions;
  - b. an inventory including the status and condition of historical records; and
  - c. the review and development of document handling rules and procedures.

**05090007 – Restoration of Archival Records:** \$175,000 was requested and the panel and staff recommended \$100,000 for the conservation treatment of items identified in project 05090006. This amount is granted contingent upon:

1. The completion of the preservation needs assessment and the detailed treatment plan funded under project 05090006 and approval of same by the SRC; and

- selection of appropriate contractors for the full conservation of historical items identified in the treatment plan, subject to SRC approval.

## **The County of Hunterdon**

Hunterdon County requested funding for six (6) projects totaling \$1,187,460. The panel recommended \$1,086,539. The staff adjusted recommended funding to \$1,115,260. The staff adjustment was made to project 05100005 in the amount of \$28,720 to restore recommended funding of an e-mail system.

**05100001 – Land Records Image System:** \$201,687 was requested. The panel and staff recommended full funding contingent on the county:

1. Providing a complete PARIS-5 form with detailed specifications of the intended system and how it differs from the current system;
2. providing a detailed plan for developing detailed specifications for the new system; and
3. obtaining SRC approval of specifications.

**05100002 – Hall of Records Renovations:** \$750,000 was requested. The panel and staff recommended full funding with the following contingencies:

1. The re-submission of a proposal which includes very specific details as to what sections of the Hall of Records are to be used for records storage, including but not limited to: detailed drawings of storage area(s), shelving specifications and diagrams, estimated cubic foot capacity, floor load approval and HVAC plans and security overview (again, specific to the records storage area(s)).
2. The county must also explain how the storage at the Hall of Records fits into overall county storage plans in regards to the County Records Storage center (what will be stored at one facility as opposed to the other?).

**05100003 – Records Inventory/Assessment:** \$66,000 was requested and the panel and staff recommended \$19,800. The county is required to execute a formal depository agreement with the Hunterdon County Historical Society and the inclusion of any county records of historical value held by the Society in the conservation/preservation needs assessment.

**05100004 – Strategic Document Plan:** \$114,000 was requested and the staff and panel recommended \$88,000 to fund the needs assessment and strategic plan, with the requirement that the county will:

1. Select appropriate contractors along with a full explanation of any subcontracting;
2. formulate the project as a true archives and records management and strategic planning project;
3. perform a comprehensive records inventory as the first step; and
4. Ensure that the needs assessment incorporates:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;

- g. status and condition of historical records; and
  - h. document handling rules and procedures; and
5. Ensure that the strategic plan includes:
    - a. an introduction;
    - b. vision statement;
    - c. mission statement;
    - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
    - e. long term goals (typically for 3 to 5 years); and
    - f. annual short term goals to achieve the long term goals.

**05100005 – Record Management Support:** \$49,918 was requested. The panel recommended deleting the request for the Hummingbird e-mail system funding and therefore recommended an award of \$21,198. The staff recommended full funding for the purchase of various records management items, including scanner, microfiche reader, boxes, and Hummingbird e-mail system, subject to the following contingencies:

1. Submission of documentation and clarification to SRC as to how the County plans to use the boxes (for what records series, with what dates) and the microfiche reader in the context of their records management program plan;
2. that the county will demonstrate to the SRC's satisfaction that system will be used as a records management tool, and not just as a means to replace one back-up e-mail with another; and
3. that the county demonstrate to the SRC's satisfaction that they have implemented an e-mail policy in compliance with the SRC's circular letter.

**05100006 – Training and Memberships:** \$5,855 was requested and the staff and panel recommended full funding.

## **THE COUNTY OF MERCER**

Mercer County requested funding for eleven (11) projects totaling \$1,371,825. The panel recommended funding at \$625,456. The staff adjusted the recommended funding to \$825,456.

The hiring of archives and/or records management staff (Project 05110010) is the highest priority for Mercer County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

**05110001 - Technology - County Wide:** This project would allow the county to assess the current imaging needs and processes, and implement a county-wide centralized imaging solution. \$728,347 was requested and \$66,200 was recommended for award by the panel for an assessment only. \$266,200 was recommended for award by staff -- \$66,200 for an assessment and \$200,000 for a pilot imaging project. This adjustment is consistent with recommendations made for similar applications from other counties. The \$200,000 for the pilot project is contingent on:

1. Successful completion of the needs assessment portion of the project;
2. the needs assessment identifying which office is the proper one for the implementation of the system; and
3. selecting qualified vendors for the assessment and business analysis portion of the project, subject to approval by SRC; and
4. the project including:
  - a. the status of basic records management,
  - b. business process analysis,
  - c. adherence to retention and destruction procedures, and
  - d. current and projected use of imaging and electronic records technology (including the study for the contingent pilot program).

**05110002 - Sheriff - Purchase CivilServe Software:** This project would allow the Sheriff's Office to purchase and implement CivilServe Software, a system created specifically for law-enforcement agencies. \$173,700 was requested and recommended for award contingent on the county:

1. Providing a more precise determination of cost to convert old data; and
2. deleting "living expenses" because they are not an eligible expense.

**05110003 - Prosecutor - File Listing:** This project would allow a complete file-listing to be done for the Prosecutor's Office. \$109,200 was requested and \$109,200 was recommended by the panel with the understanding that the project will be bid along with, and conducted along with, projects 05110004 and 05110005, which are also file listing projects.

**05110004 - Sheriff - File Listing:** This project would allow a complete file-listing to be prepared for the Sheriff's Office. \$16,940 was requested and \$16,940 was recommended by the panel and staff with the understanding that the project will be bid along with, and conducted along with, projects 05110003 and 05110005, which are also file listing projects.

**05110005 - Corrections Center - File Listing:** This project would allow a complete file-listing to be done for the Corrections Department. \$28,800 was requested and \$28,800 was recommended by the panel and staff with the understanding that the project will be bid along with, and conducted along with, projects 05110003 and 05110004, which are also file listing projects.

**05110006 - County-wide Records Inventory and Storage:** This project would allow a complete county-wide inventory, and development of a storage solution. \$73,405 was requested and recommended by the panel and staff with the understanding that this is county-wide including the County Clerk's and County Surrogate's offices.

**05110007 - Long Range Planning Shared Services with Municipalities:** This project would allow an evaluation of sharing services with the municipalities within the county, and providing storage for municipal records. \$135,000 was requested and \$45,000 was recommended by the panel and staff for the assessment only.

**05110008 - Prosecutor and Admin. Bldg. - Historical/Preservation Assessment:** This project will allow for an assessment of paper and historical records in the Prosecutor's Office and the county administration building. \$7,700 was requested and recommended by the panel and staff for award. The award is made with the requirement that the county will:

1. Retain appropriate professional conservation/preservation services (CCAHA, NEDCC, etc.).
2. include county records that may be in the Trentoniana collection at the Trenton Public Library or other depositories;
3. execute depository agreements as appropriate; and
4. submit the specifications to the SRC for review.

**05110009 - Prosecutor and Administration Building - Historical/Preservation (Digitize):** This project will allow for the imaging of historical records, including books in the Prosecutor's office. \$10,033 was requested and recommended for award by the panel and staff contingent on the completion of project 05110008 (Assessment). This award is also made with the requirement that the county will:

1. Retain appropriate professional conservation/preservation services (CCAHA, NEDCC, etc.).
2. include county records that may be in the Trentoniana collection at the Trenton Public Library or other depositories
3. execute depository agreements as appropriate;
4. submit the specifications to the SRC for review; and

5. provide silver halide microfilm copies to the New Jersey State Archives in compliance with the "Supplement to Historical Records Section - PARIS Grant Guidelines."

**05110010 - Historical Records Staffing - Archivist:** This project will allow the county to hire an Archivist/Records Manager. \$81,000 was requested and \$86,778 was recommended by the panel and staff, an increase of \$5,778 was recommended to provide for professional organization memberships and conference attendance. Funding is recommended with the requirement that the hiring of staff shall be subject to verification by DARM that the proposed candidate meets all required qualifications for the title.

The hiring of archives and/or records management staff (Project 05110005) is the highest priority for Mercer County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

**05110011 - Conservation of Records - General:** This project will allow for the conservation of county records. \$7,700 was requested and \$7,700 was recommended by the panel and staff contingent on the completion of project 05110008 (assessment).

The award is recommended with the requirement that the county will:

1. Retain appropriate professional conservation/preservation services (CCAHA, NEDCC, etc.).
2. include county records that may be in the Trentoniana collection at the Trenton Public Library or other depositories
3. execute depository agreements as appropriate;
4. submit the specifications to the SRC for review; and
5. provide silver halide microfilm copies to the New Jersey State Archives in compliance with the "Supplement to Historical Records Section - PARIS Grant Guidelines."

## **THE COUNTY OF MIDDLESEX**

Middlesex County requested funding for ten (10) projects totaling \$1,176,986. The panel recommended funding of \$833,900. The staff recommended funding of \$940,900. The staff restored funding of \$100,000 for project 05120008 to fund a project to share data between the Tax Board and the County Clerk's Office.

**05120001 - Back-file imaging, late 1700s to 1973, Surrogate's Office:** This project would allow the county to image files housed with the Surrogate's Office, dating from the late 1700s through 1973. \$122,740 was requested and \$126,438 was recommended for award on contingency. \$1,698 was added to provide silver halide microfilm copies to the New Jersey State Archives in compliance with the "Supplement to Historical Records Section - PARIS Grant Guidelines." The staff added \$2,000 to fund compliance with contingency 1 below. The contingencies are:

1. That the county contract for a needs assessment by a qualified conservator approved by SRC, providing recommendations for proper handling, storage and treatment of the records before, during and after the project, and the county explain how they will address the conservator's issues to SRC's satisfaction;
2. that silver halide microfilm be provided to the New Jersey State Archives in compliance with the "Supplement to Historical Records Section - PARIS Grant Guidelines;" and
3. that the county demonstrate to SRC how the project will improve indexing of the records beyond the existing Russell Index.

**05120002 - Replacement of Movable File Storage Unit, Clerk of the Board of Chosen Freeholders:** This project would allow shelving in the office of the Clerk of the Board of Chosen Freeholders to be replaced with more appropriate storage equipment. \$26,502 was requested and recommended for award.

**05120003 - Document Imaging for Engineering and Planning Departments - Phase 1:** This project would allow for the imaging of records housed by the Engineering and Planning Departments. \$359,520 was requested and \$244,020 was recommended on contingency; the funding has been adjusted to a more obtainable level for the grant period, given the time involved in acquiring and installing the imaging system. The recommended award is contingent on SRC approval of the equipment proposed for the project.

**05120004 - Replacement of Microfilm Processor:** This project would allow the replacement of an obsolete microfilm processor. \$23,516 was requested and recommended for award with the requirement that the SRC review and approve the equipment proposed.

**05120005 - Purchase of Camera to Microfilm Bound Books and Large Documents:** This project would allow for the purchase of a special camera for the microfilming of large documents and bound record books. \$130,347 was requested and recommended with the requirement that the SRC review and approve the equipment proposed.

**05120006 - E-Filing, County Clerk's Office:** This project would allow the County Clerk's Office to study and implement an e-filing system. \$125,000 was requested and none was recommended as the panel considered the proposal, generally, to be unformed and premature, and agreed as a group to the following points:

1. The proposal does not contain the specificity and strategic implementation plan minimal for PARIS funding;
2. the application includes no valid bid;
3. the absence of basic general design information,
4. the county provided a lump sum figure based on informal information gathered from other jurisdictions,
5. the proposal is too broad to satisfactorily cover any of the category requirements set forth in the PARIS guidelines,
6. there are differences from county to county and it is difficult to be sure that \$125,000 is an accurate figure given changes in costs and the unique characteristics of Middlesex County and its request, and
7. There is no documentation demonstrating that the e-filing software will meet SRC certification requirements and that the imaging system will conform to SRC regulations.

**05120007 - Archiving of E-mail and Phase 1 of Recovery Plan:** This project would allow the implementation of an e-mail archiving system and the first phase of a document recovery plan. \$260,574 was requested and recommended on contingency. The contingencies are:

1. That the county demonstrate to SRC's satisfaction that software will be used as a records management tool, and not just as a means to replace one back-up e-mail with a new one; and
2. that the county demonstrate to SRC's satisfaction that they have implemented an e-mail policy per SRC's circular letter.

**05120008 - Sharing Data of County Clerk's Office with Tax Board and Municipalities:** This project would allow for the study and implementation of a system that would allow for the sharing of data between the County Clerk's Office and the Tax Board (land records). \$100,000 was requested and none was recommended by the panel. \$100,000 was recommended to be restored to the project by staff on contingency. The contingencies are:

1. That a qualified vendor be chosen to do the work; and
2. that a detailed plan of work and deliverables be outlined.

**05120009 - Microfilming of Vital Records for Municipalities:** This project would create a shared services environment where the county would microfilm the vital records of many of the municipalities in the county; the original records would remain at the County's Records Center for proper storage. \$24,280 was requested and \$19,995 was recommended by the panel. A recommended decrease of \$4,285 for supplies was based on the panel's determination that it could be charged back to the municipalities. The staff

has added an amount up to \$5,000 to fund the assessment required in contingency 1 below. Thus the recommended award is \$24,995. The contingencies are:

1. That a needs assessment for the county's microfilm program be completed to SRC's satisfaction;
2. that the SRC approve the equipment proposed;
3. that funding be contingent upon hiring the two microfilm machine operators and the darkroom technician funded under project 05120001; and
4. that the camera funded under project 05120005 be purchased prior to the funds being released.

**05120010 - ARMA memberships/conference:** This will allow identified staff to obtain a membership to ARMA, and attend the regional conference. \$4,508 was requested and recommended for award.

## **THE COUNTY OF MONMOUTH**

Monmouth County requested funding for nine (9) projects totaling \$1,499,565. The panel and staff recommended funding at \$1,498,565, a reduction of only \$1,000 in project 05130001.

**05130001 - Office of Records Management Consulting:** This project allows the county to hire a consultant who can review and assess the records management needs of the county. \$30,750 was requested and \$29,750 was recommended by the panel and staff, a deduction of \$1,000 was made for unexplained vendor “expenses.”

**05130002 - Stationary Shelving at Satellite Records Center:** This project allows the county to purchase and install additional stationary shelving at their satellite records center. \$44,568 was requested and recommended by the panel and staff contingent on submission and approval by the SRC documentation of:

1. A structural analysis of the proposed building establishing its ability to bear the required load;
2. the plan and schedule for the repair and upgrade of the HVAC; and
3. a graphic plan of the shelving layout.

**05130003 - Electronic Recording Portal Expansion, County Clerk's Office:** This project allows the county to expand the electronic recording portal that it hosts (and that many counties will be joining via PARIS funding). \$792,246 was requested and recommended for award by the panel and staff with the requirement that the County of Monmouth will supply an explanation of the return-on-investment for this project, a rationale for the high number of man-hours estimated for this project, and a firm cost for ACH development.

**05130004 - Expansion of Open Public Records Search System:** This project allows the county to place more records online for public access, especially relative to Open Public Records Act (OPRA) requests. \$317,444 was requested and recommended for award by the panel and staff.

**05130005 - Conservation Survey:** This project allows the county to have a preservation study done in two key departments that hold historical records: the New Jersey State Archives and the County Clerk's Office. \$2,290 was requested and recommended for award by the panel and staff.

**05130006 - Disaster Response Planning Consultancy:** This project allows the county to hire a consultant to develop a county-wide disaster response plan. \$7,200 was requested and recommended by the panel and staff.

**05130007 - Compact Shelving:** This project allows the county to purchase and install additional shelving for their records storage center and archives in Manalapan. \$196,000 was requested and recommended by the panel and staff contingent on the county providing:

1. A more detailed price quote;
2. drawings and detailed plans;
3. an explanation as to whether Monmouth County intends to lay all the track for the complete project or not, and, if not, why not;
4. information as to whether the shelving is manual or electronic; and
5. a detailed plan for completion of the project.

**05130008 - Professional Development:** This project allows key staff to join professional organizations such as ARMA, NAGARA and SAA. \$6,167 was requested and recommended for award by the panel and staff.

**05130009 - Records Management Needs Assessment Study and Business Process Analysis:** This project allows the county to hire a consultant to provide a complete inventory of all paper documents as well as to evaluate the current workflow. \$102,900 was requested and recommended for award by the panel and staff contingent on the county providing the appropriate PARIS-5 and PARIS-6 forms documenting the records to be imaged via this project.

## **THE COUNTY OF MORRIS**

Morris County requested funding for eight (8) projects totaling \$1,503,861. The panel recommended funding of \$1,378,467. The staff concurred with the funding recommendations of the review panel.

**05140001 - Needs Assessment/Inventory/Strategic Plan:** This project would provide professional consultation for a county-wide needs assessment, inventory of records, and creation of a strategic plan. \$71,020 was requested and recommended for award with the requirement that the county will:

1. Select appropriate contractors and subcontractors for the project;
2. Ensure that the needs assessment incorporates:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
3. ensure that the strategic plan includes:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals; and
  - g. submit contractors and plan for review and approval by the SRC.

**05140002 - Training:** This project would provide memberships and professional conference attendance to select Morris County staff and an update to the current Morris County records manual. \$53,780 was requested and \$21,080 was recommended for award for training with \$11,800 to be released outright and \$9,280 on contingency. To meet the contingency the county must identify an appropriate conference for attendance by staff during the grant period which begins on July 1, 2005.

\$37,100 for updating the records manual has been cut from the project because it was determined that the amount was excessive for updating a manual when it would be appropriate for staff to update the records management manual.

**05140003 - EDMS/Imaging:** This project would allow the County to implement a pilot imaging system in a department or departments to be identified during the needs assessment proposed under project 05140001. \$613,300 was requested and recommended for award on contingency. The award is contingent on:

1. The completion of project 05140001, a county-wide assessment; and

2. clarification of the purpose of the \$100,000 fee quoted by CIAT as it seems to duplicate some services proposed by the other vendor,

**05140004 - Facility Study:** This project would allow the County to study several county facilities for possible retrofitting into a proper records storage and archives facility. \$89,000 was requested and recommended for award with the requirement that the county select a vendor versed and experienced in the needs of records management and archival facilities.

**05140005 - Microfilming:** This project would allow the County to microfilm records with a ten-year or longer retention so that destruction may be requested for the original paper records in compliance with records retention schedules. The filming would include records already identified in commercial storage and other records to be identified during the inventory proposed in project 05140001. \$284,651 was requested and recommended with the requirement that:

1. Many records have already been identified for microfilming, and that additional records will be identified through the inventory funded under project 05140001; and
2. any microfilming will adhere to SRC rules and regulations regarding imaging and certification.

**05140006 - Staffing Support:** This project would allow the County to hire additional records management staff, duties of which may include project management of grant funded projects. \$260,450 was requested and \$162,741.30 was recommended for the following positions:

1. Records Manager at \$68,000 base salary (plus benefits); and
2. Records Analyst at \$55,000 (plus benefits).

The panel felt that this should be sufficient staff to handle the management of the PARIS projects, especially with a Records Custodian and Archivist already on staff. The grant is recommended with the requirement that:

1. The positions will be full time county positions; and
2. the hiring of the Records Manager shall be subject to verification by DARM that the proposed candidate meets all required qualifications for this title.

**05140007 - Conservation/Preservation of Historic Records:** This project would allow for the conservation and preservation microfilming of several historical records housed at the Morris County Cultural and Heritage Commission (Archives), including slave births and manumissions. \$21,481 was requested and \$21,595 was recommended. \$114 was added to the budget to silver halide microfilm copies to the New Jersey State Archives in compliance with the "Supplement to Historical Records Section - PARIS Grant Guidelines." This recommendation is made with the understanding that the vendor will be an appropriate conservation laboratory subject to approval by the SRC.

**05140008 - Microfilming of Historic Records:** This project would allow for the preservation microfilming of several historical records held by the County Clerk and

Cultural and Heritage Commission, including naturalization records, incorporations and court filings. \$110,179.79 was requested and \$115,080 was recommended. \$4,900 was added to the budget to provide silver halide microfilm copies to the New Jersey State Archives in compliance with the "Supplement to Historical Records Section - PARIS Grant Guidelines."

## **THE COUNTY OF OCEAN**

Ocean County requested funding for five (5) projects totaling \$1,500,000. The panel recommended funding at \$1,500,000. The staff recommended funding at \$1,399,800. The amount allocated to project 05150001 was reduced by staff to achieve consistency between counties requesting funding for similar projects.

**05150001 - Preservation and Conservation:** This project allows the county to conduct a detailed preservation needs assessment and conserve historical records. \$350,000 was requested by the county, and \$350,000 was recommended by the panel (\$19,800 for the assessment and \$331,200 for conservation work). \$249,800 was recommended for award by staff, \$19,800 for the needs assessment and \$230,000 for the conservation of historical records contingent upon the assessment and treatment plan being completed first. The recommended amount was reduced by staff to achieve consistency between counties requesting funding for similar projects. The award is granted with the requirement that:

1. an appropriate vendor will be identified;
2. detailed specifications will be developed that include:
  - a. the status of basic records management;
  - b. adherence to retention and destruction procedures;
  - c. records storage facility conditions;
  - d. status and condition of historical records; and
  - e. document handling rules and procedures; and
3. all of the above is subject to SRC review and approval.

**05150002 - Training and Education:** This project would allow select staff to join professional records management organizations and attend professional conferences. \$5,778 was requested and recommended by the panel and staff.

**05150003 - Backlog Imaging and Certification:** This project would allow the county to microfilm select records, allowing for the original paper records to be destroyed. \$624,745 was requested and \$624,745 was recommended by the panel and staff contingent on the following clarifications being received:

1. Reason for microfilming materials that have fulfilled their retention periods;
2. whether the county wishes to retain these records as historical documents;
3. if destruction of records is not required upon fulfillment of the retention period, clarification must be given; and
4. the retention period and number of records that may be imaged and not microfilmed.

**05150004 - E-filing Portal:** This project allows the County Clerk's office to join the e-filing portal sponsored by Monmouth County. The portal allows for the filing and viewing of land records, including deeds and mortgages. \$370,255 was requested and recommended for award by the panel and staff contingent on provision of:

1. A proposed budget;
2. a detailed work plan; and
3. review and approval of all of the above by the SRC.

**05150005 - Facilities Needs Assessment:** This project allows the county to conduct a facility study of several county buildings, with the goal of identifying one for records retention use. \$149,222 was requested and recommended by the panel and staff with the requirement that:

1. A detailed plan to engage the consultants concerning the existing building and any future facility will be formulated;
2. the consultant(s) must specialize in archives, records, library and/or museum storage environments; and
3. all of the above is subject to the SRC review and approval.

## **THE COUNTY OF PASSAIC**

Passaic County requested funding for eight (8) projects totaling \$1,497,362. The panel recommended funding at \$1,443,078. The staff made no adjustment to the panel recommendations.

**05160001 - Electronic Imaging for Surrogate:** This project allows the Surrogate's Office to implement a records management system that will transition records, including probated wills, administrations, guardianships, minor's accounts and adoptions, to electronic format. \$186,510 was requested and recommended for award by the panel and staff contingent on the completion of project 05160003 (county-wide needs assessment).

**05160002 - Surrogate's Records Restoration and Preservation:** This project allows the Surrogate's Office to conserve certain records in its custody, including bound volumes. \$103,384 was requested and \$49,100 was recommended by the panel and staff contingent on the completion of project 05160003 (county-wide needs assessment) which will identify those records most in need of conservation/preservation work.

**05160003 - Needs Assessment and Strategic Plan:** This project allows the county to conduct a needs assessment leading to the development of a strategic plan, which will address paper, electronic and historical records, from a county-wide perspective. \$110,790 was requested and recommended by the panel and staff. The grant is awarded with the requirement that the county will:

1. Select appropriate vendors, contractors and/or subcontractors and submit them for approval to the SRC;
2. ensure that the needs assessment incorporates:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
3. ensure that the strategic plan includes:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

**05160004 - Enterprise Imaging System:** This project allows the county to study and implement a pilot imaging system. The study will include determining which record

series and department(s) to pilot. \$69,000 was requested and recommended for award by the panel and staff.

**05160005 - Electronic Imaging of County Clerk's Historical Records:** This project allows the County Clerk's Office to have preservation microfilm and images created of several historical record series, including naturalizations, name changes and judgments. \$435,852 was requested and recommended for award by the panel, with \$288,827 (the cost of scanning large format records) being held contingent on the receipt of the following:

1. More detailed description (sizes and dates) of oversized material; and
2. documentation of the qualifications of identified vendors, especially in regard to preparation of materials and type of scanning to be done; and
3. consideration by the county for purchase of a second workstation.

The award is recommended with the following additional qualifications:

1. That copies of silver halide microfilm be provided to the New Jersey State Archives in compliance with the "Supplement to Historical Records Section - PARIS Grants Guidelines" (money has already been added to the project by the County of Passaic to cover these costs);
2. that the original pre-1948 naturalization records be transferred to the New Jersey State Archives post imaging, in compliance with the "Supplement to Historical Records Section - PARIS Grants Guidelines;" and
3. that the imaging project adhere to SRC rules and regulations regarding imaging projects and certification.

**05160006 - Expansion of Electronic Recording of Land Management Records for Clerk's Office:** This project allows the Clerk's Office to expand its use of the e-file portal hosted by the County of Monmouth. The portal allows for the filing and viewing of select land documents, including deeds and mortgages. \$213,280 was requested and recommended for award by the panel and staff.

**05160007 - Sheriff's Electronic Fingerprint Capture, Storage and Retrieval:** This project allows the Sheriff's Office to purchase an electronic fingerprint capture, storage and retrieval system. \$104,668 was requested and recommended for award by the panel and staff.

**05160008 - Sheriffs Criminal Identification Records Imaging:** This project allows select records of the Sheriff's Office to be imaged, including criminal identification records. \$273,878 was requested and recommended for award by the panel and staff \$41,800 of this amount is contingent on providing an explanation for the need for 19 AX Software licenses.

## **THE COUNTY OF SALEM**

Salem County requested funding for seven (7) projects totaling \$1,500,000. The panel recommended funding at \$542,838. The staff adjusted the recommended funding to \$1,044,191.

The hiring of archives and/or records management staff (Project 05170007) is the highest priority for Salem County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

**05170001 - Preservation Assessment and Conservation:** This project allows the county to conduct a detailed preservation needs assessment and conserve historical records. \$430,721 was requested by the county, and \$19,800 was recommended by the panel to cover the assessment part of the request only. \$249,800 was recommended by staff, \$19,800 for the needs assessment and \$230,000 for the conservation of historical records contingent upon the assessment and treatment plan being completed first. The amount was increased by staff to achieve consistency between counties that requested similar work. The award is granted with the requirement that:

1. An appropriate vendor be sought;
2. the assessment include:
  - a. the status of basic records management;
  - b. adherence to retention and destruction procedures;
  - c. records storage facility conditions;
  - d. status and condition of historical records; and
  - e. document handling rules and procedures; and
3. all of the above are subject to review and approval by the SRC.

**05170002 - Facilities Study:** This project allows the county to study existing county-owned buildings to see if they may be appropriate for records storage locations. \$100,000 was requested and the documented cost of \$42,476 was recommended for award by the panel and staff. The grant is recommended for award with the requirement that the selected vendor must be experienced in archival and records management facility planning.

**05170003 - Records Management (Assessment):** This project allows the county to contract for a technology and imaging needs assessment. \$199,858 was requested and \$84,800 was recommended for award by the panel and staff. The amount of the total request (\$199,858) contradicts the other documentation provided, including the PARIS-4 and vendor quotes (\$84,000). The \$21,000 requested for certification assistance was not funded. DARM can provide the county with assistance during the certification process. The SRC requires local governments take the responsibility of filling out the forms and reviewing the process themselves. The intended results of this project should be the

completion of a needs assessment and a strategic plan for archives and records management. It is required that:

1. The needs assessment will incorporate:
  - a. A comprehensive records inventory;
  - b. The status of basic records management within the County;
  - c. a business process analysis;
  - d. adherence to records retention and destruction procedures; and
  - e. current use of imaging and electronic records technology.
2. These needs assessment components are being funded under other projects:
  - a. records storage facility conditions;
  - b. status and condition of historical records, and
  - c. document handling rules and procedures.
3. The strategic plan will include:
  - a. An introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of strengths, weaknesses, opportunities, and threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

Additional assistance can be found in the PARIS Grant Guidelines on pages 105 through 112.

It is also required that the county will:

1. utilize appropriate contractors and subcontractors; and
2. subject the above to the review and approval of the SRC.

**05170004 - Records Inventory (county-wide) and Back-file Imaging, County Clerk's Office:** This project allows the county to conduct an inventory of county records and to provide for back-file imaging of the County Clerk's records. \$266,491 was requested and \$13,780 was recommended by the panel. Full funding of \$266,491 was recommended by staff with the clarification of the back-file part of the project.

**05170005 - Education and Training:** This project allows select county staff to join professional organizations and attend professional conferences. \$5,553 was requested and recommended for award by the panel and staff.

**05170006 - Infrastructure Development - pilot imaging system:** This project allows the county to study and implement an imaging system. \$198,212 was requested and \$133,509 was recommended for award by the panel and staff. The funding for assessment was deleted because the panel determined that the assessment portion should be covered under the general county-wide assessment. The site of the pilot project should be identified as part of the county-wide needs assessment and this award is contingent upon the completion of the needs assessment (Project 05170003).

**05170007 - Staff: Office of Archives and Records Management:** This project allows the county to create an Office of Archives and Records Management. \$299,165 was requested for several positions, including a Records Manager, Archivist and several Clerk typists. \$261,562 was recommended by the panel and staff for the following positions only:

1. Records Manager: \$57,000 base salary and \$24,738 benefits;
2. Archivist: \$55,000 base salary and \$23,870 benefits;
3. Records Analyst: \$48,000 base salary and \$20,832 benefits; and
4. Clerk Typist: \$22,400 base salary and \$9,721.60 benefits.

The hiring of archives and/or records management staff (Project 05170007) is the highest priority for Salem County. The success of all funded projects and programs will depend on the active, sustained coordination, management, and oversight that can only be provided by dedicated archives and records professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to address the staffing requirement promptly and deliberately may result in a reduction of approved funding.

The panel determined that any additional clerk typist positions in this first year would be excessive. This award is recommended with the requirement that the hiring of staff shall be subject to verification by DARM that the proposed candidate meets all required qualifications for this title.

## **THE COUNTY OF SOMERSET**

Somerset County requested funding for five (5) projects totaling \$426,000. The panel recommended funding at \$401,500. The staff adjusted the recommended funding to \$479,800. The recommended addition of \$78,300 is to hire a Records Manager to help manage the projects being awarded.

**05180001 - Inventory, Needs Assessment and Strategic Plan:** This project allows the county to hire consultants to conduct a thorough county-wide needs assessment and create a strategic plan. \$141,500 was requested and recommended for award by the panel and staff. This award is made with the requirement that:

1. appropriate vendors will be selected for the project, subject to approval by SRC;
2. the needs assessment will incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
3. the strategic plan will include:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

Additional assistance can be found in the PARIS Grant Guidelines on pages 105 through 112.

**05180002 - Conservation and Microfilming of Historical Records, County Clerk's Office:** This project allows for improved access to historical records housed in the County Clerk's Office, including slave births, manumissions and naturalization records, through conservation and preservation microfilming. \$104,000 was requested and recommended for award by the panel and staff with the requirement that:

1. Copies of silver halide microfilm be provided to the New Jersey State Archives in compliance with the "Supplement to Historical Records Section - PARIS Grants Guidelines" (money has already been added to the project by the County of Somerset to cover these costs);
2. the original pre-1948 naturalization records be transferred to the New Jersey State Archives post imaging, in compliance with the "Supplement to Historical Records Section - PARIS Grants Guidelines;"

3. the imaging project adhere to SRC rules and regulations regarding imaging projects and certification; and
4. the environmental conditions and continual preservation of the film be in compliance with State Records Committee and DARM record storage standards.

**05180003 - Conservation and Microfilming of Historical Records, Surrogate's Office:** This project allows for improved access to historical records housed in the Surrogate's Office, including wills and estate papers, through conservation and preservation microfilming. \$111,000 was requested and recommended for award by the panel and staff with the requirement that:

1. Copies of the produced microfilm will be provided the New Jersey State Archives in compliance with the "Supplement to Historical Records Section - PARIS Grants Guidelines" (as mentioned in the application narrative);
2. the microfilm will be created in accordance with SRC's microfilm and certification standards; and
3. the environmental conditions and continual preservation of the film will be in compliance with the SRC record storage standards.

**05180004 - Assessment of EDMS System, Engineering Department:** This project allows the county to study the feasibility of implementing an EDMS system in the Engineering Department. A system will be implemented in future years. \$45,000 was requested and recommended for award by the panel and staff.

**05180005 - Project Management (Staff):** This project allows the county to hire a person devoted to the management of the funded projects. \$24,500 was requested and \$0 was recommended for award by the panel as PARIS will not fund project management. The staff recommended funding of \$78,300 to allow the county to hire a Records Manager, whose duties may include the management of PARIS funded projects. This provides for a base salary of \$56,000 with an estimated \$16,800 in benefits. \$5,500 was added for professional association membership and conference attendance. The project is recommended for funding with the requirement that the hiring of the Records Manager shall be subject to verification by DARM that the proposed candidate meets all required qualifications for this title.

## THE COUNTY OF SUSSEX

Sussex County requested funding for ten (10) projects totaling \$1,135,755. The panel recommended funding at \$581,657. The staff adjusted the recommended funding to \$725,666.

**05190001 - Conservation and Preservation Consultant:** This project allows the county to hire a consultant to complete a conservation and preservation assessment. \$5,000 was requested and \$0 was recommended by the panel and staff. Funding for this project was not approved for the following reasons:

1. The vendor quote seems to contradict the Plan of Work and does not account for any report writing time;
2. the Plan of Work does not identify the records to be surveyed;
3. the Plan of Work does not include a timetable; and
4. this survey should be part of project 05190002.

**05190002 - Records Management Consultant (Staff):** This project allows the county to contract for a county-wide needs assessment. \$135,000 was requested and the panel recommended \$63,000, as a more appropriate level of funding for the needs assessment. The staff adjusted the recommended funding to \$139,800, to include the \$63,000 for the assessment. The staff added funding to hire a Records Manager to assist with the management of the awarded projects (\$60,000 base salary plus \$16,800 in benefits). The award is recommended with the requirement that the results of this project be the completion of a needs assessment and a strategic plan for archives and records management and that the hiring of the Records Manager shall be subject to verification by DARM that the proposed candidate meets all required qualifications for this title.

1. The needs assessment should incorporate:
  - a. A comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
2. The Strategic plan should include:
  - a. An introduction;
  - b. a vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

It is also required that the county will:

1. Utilize appropriate contractors; and
2. submit all of the above for review and approval by the SRC.

**05190003 - Association Membership:** This project allows select staff to join professional associations. \$1,000 was requested and \$0 was recommended by the panel and staff due to:

1. A lack of information on what organizations are to be joined, and by whom; and
2. funding has been restored to project 05190004 for memberships and conference attendance.

**05190004 - Training and Seminars:** This project allows select staff to join professional associations and to attend professional conferences. \$9,000 was requested and \$0 was recommended by the panel. \$5,500 was recommended by staff to provide for this key training with the following clarification required:

1. Identification of the specific staff will benefit from professional association memberships;
2. identification of the specific organizations these individuals will join and the associated cost of membership; and
3. identification of specific training opportunities and the individuals who will attend.

**05190005 - Inventory, Assessment, Indexing Imaging and Temporary Records Facility:** This project allows the county to conduct a full inventory and would also provide for the temporary storage of paper records. \$300,000 was requested and \$0 was recommended by the panel and staff. Funding for this project was not approved. The "Statement of the Problem" describes a situation that will not exist for more than two (2) years; while farsighted with an eye toward being prepared, this project seems premature. Additionally, there does not appear to be an imminent records storage crisis that would require the "triage" of records by first collecting them and then inventorying and assessing them for historical/preservation/conservation purposes. The county is encouraged to inventory and assess them on site. This is clearly a component of project 05190002. The findings of project 05190002 and 05190006 should inform the county as to its next steps in the process of moving towards a centralized storage facility.

**05190006 - Centralized Records Retention, Inventory and Preservation Center:** This project allows the county to begin planning a centralized storage facility. \$50,000 was requested and recommended by the panel and staff contingent on:

1. Submission of a detailed "Plan of Work" including timetables;
2. agreement that this money is funding a facility planning study for design of a records storage center that is in compliance with N.J.A.C. 15:3-6 Records Storage; and
3. the county including a "business plan" for being a "service bureau" for municipal agencies.

In addition, it is understood that:

1. Appropriate contractors will be selected; and

2. the above is subject to review and approval by the SRC.

**05190007 - Back Scanning of Records, County Clerk's Office:** This project allows for the back scanning of records filed with the County Clerk, including deeds and mortgages. \$223,657 was requested and recommended for award by the panel and staff.

**05190008 - Imaging Needs Assessment:** This project allows the county to hire a consultant to study the imaging needs of the county. \$50,000 was requested and \$0 was recommended by the panel and staff. This project should be part of project 05190002 and the "Statement of the Problem" and "Plan of Work" should be addressed under the scope of work for project 05190002.

**05190009 - Imaging Pilot: Surrogate's Office:** This project allows the county to implement an imaging pilot program in the Surrogate's Office. \$78,107 was requested and \$0 was recommended by the panel. \$61,709 was recommended by the staff to restore funding for the system only. \$16,398 for the two employees was removed since a Records Manager/Archivist position has been included in project 05190002. Recommended funding is contingent on:

1. Completion of the project 05190002 needs assessment and strategic plan;
2. identifying a pilot office and embarking on a centralized image processing system being addressed as recommendations, if appropriate, of the strategic plan;
3. the county submitting a detailed "Plan of Work" including timetables for review and approval by the SRC;
4. solicitation of appropriate quotes for a centralized image processing system. The vendor quotes provided appear to be back-file conversion quotes for records to be imaged by a service bureau; and
5. including a "business plan" for being a "service bureau" for municipal agencies.

**05190010 - Pilot LRM E-filing/Recording, County Clerk's Office:** This project allows for expansion of e-filing in the County Clerk's Office. \$283,992 was requested and \$245,000 was recommended by the panel and staff, the \$43,992 removed had been for staffing which is appropriately addressed by funding a Records Manager/Archivist position in project 05190002, and the vendor quote for similar services was quoted at \$850/day vs. \$900/day (-\$5,000). It is required that this project will:

1. Utilize appropriate contractors and subcontractors; and
2. be subject to SRC review and approval.

## **The County of Union**

Union County requested funding for six (6) projects totaling \$1,499,921. The panel recommended funding at \$810,639. The staff adjusted the recommended funding to \$1,010,639

The hiring of records management staff (Project 0520003) must be the first priority for Union County. The success of all of its proposed projects is dependent upon the proactive coordination and management that can only be achieved with dedicated records management professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to demonstrate appropriate progress to this end will result in modification of approved funding.

**05200001 - EDMS Imaging Services and Software (Laser Fiche):** This project allows the county to install and implement a centralized EDMS imaging system (LaserFiche), usable by county government and the municipalities within the county. \$821,720 was requested and \$250,000 was recommended by the panel to provide for an enterprise-wide assessment and inventory only (hiring of a consultant and/or temporary staff to assist in the inventory). \$450,000 was recommended by staff to include \$250,000 for the above assessment and inventory and an additional \$200,000 for the implementation of a pilot imaging system contingent upon the completion of the assessment part of the project.

The county is required to:

1. ensure that the needs assessment will incorporate:
  - a. A comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
2. ensure that the strategic plan includes:
  - a. An introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals

**05200002 - EDMS Hardware:** This project goes with project 05200001, and addresses the purchase of the needed hardware for the EDMS Imaging System. \$124,040 was requested and \$0 was recommended by the panel and staff. Funding was recommended under project 05200001 to implement a pilot imaging system including both hardware and software.

**05200003 - Staff: Records Manager:** This project allows the county to hire a Records Manager, \$71,956 was requested and \$77,734 was recommended by the panel and staff. \$5,778 was added to provide for professional membership(s) and training. This funding is recommended with the requirement that the hiring of the Records Manager shall be subject to verification by DARM that the proposed candidate meets all required qualifications for this title.

The hiring of the records manager must be the first priority for Union County. The success of all of its proposed projects is dependent upon the proactive coordination and management that can only be achieved with dedicated records management professionals. Although no projects are contingent upon hiring the proposed staff, failure by the county to demonstrate appropriate progress to this end will result in modification of approved funding.

**05200004 – Commercial Storage Service Fees:** This project allows records housed in commercial storage to be retrieved for inventorying and possible imaging. \$60,000 was requested and recommended for award by the panel and staff with the following contingencies:

1. Completion of a comprehensive analysis of all holdings in commercial storage;
2. submission of documentation showing adherence to approved retention schedules in determining disposition of records, appropriate disposition of said records, and the cost associated with that activity; and
3. demonstration of a reduction in inventory and establishment of controls, policy and procedures and guidelines for county-wide storage.

**05200005 - Map Restoration, County Clerk's Office:** This project allows for the conservation and preservation imaging of maps housed with the County Clerk's Office. \$310,356 was requested and \$311,065 was recommended for award by the panel and staff. The increase of \$700 was recommended to provide silver halide microfilm copies to the New Jersey State Archives in compliance with the "Supplement to Historical Records Section - PARIS Grant Guidelines."

**05200006 - Back-file Services, County Clerk's Office:** This project allows for the back-file scanning of land records in the County Clerk's Office. \$111,840 was requested and recommended by the panel and staff.

## **THE COUNTY OF WARREN**

Warren County requested funding for nine (9) projects totaling \$1,068,324. The panel recommended funding at \$655,097. The staff adjusted the recommended funding to \$859,097.

**05210001 - Records Management Strategic Plan:** This project allows the county to contact for a county-wide needs assessment, inventory and strategic plan. \$490,000 was requested and \$110,000 was recommended by the panel. \$310,000 was recommended by the staff to include \$110,000 for the assessment and \$200,000 for the implementation of a pilot imaging system to be contingent upon the completion of the assessment part of the project. The panel felt that the quote of \$490,000 for assessment work is very high. Based on quotes for similar work obtained by other, even larger, counties, \$110,000 has been granted to the assessment and strategic plan part of the project. This part of the project is granted with the requirement that:

1. Appropriate vendors will be selected for the project, subject to approval by the SRC; the needs assessment will incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
2. the strategic plan will include:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

Additional assistance can be found in the PARIS Grant Guidelines on pages 105 through 112.

\$200,000 has been awarded on contingency to implement a pilot imaging system, in lieu of project 05210008 (Records Imaging - Surrogate's Office) which the panel voted not to fund. Special consideration should be paid to this office during the assessment as a possible candidate for the pilot program, but the actual office for the pilot should be determined as part of the assessment project.

**05210002 - Business Continuity and Disaster Recovery Plan, Surrogate's Office:** This project allows the county to develop a business continuity and disaster recovery plan

for the Surrogate's Office. \$42,000 was requested and recommended for award by the panel and staff.

**05210003 - Shelving and Storage, various locations:** This project allows for the purchase and installation of shelving in various locations within the county, including Personnel, Planning, and the Administration Building. \$94,559 was requested and \$90,559 was recommended for award by the panel. Staff restored full funding for shelving. The total was calculated using the vendor quotes provided for shelving in Personnel, Planning and the Administration Building.

**05210004 - Records Preservation (Dehumidifier Installation), Human Services:** This project allows the Department of Human Services to purchase and install a dehumidifier in their records room. \$3,700 was requested and recommended for award by the panel and staff.

**05210005 - Records Imaging, Board of Chosen Freeholders Minutes:** This project allows records of the Board of Chosen Freeholders to be imaged, including minute books. \$16,102 was requested and \$17,082 was recommended for award by the panel and staff. The amount recommended was increase by \$980 to provide silver halide copies of the microfilm to the New Jersey State Archives, in compliance with the "Supplement to Historical Records Section - PARIS Grant Guidelines." It is required that the project adhere to SRC standards in regards to imaging and certification.

**05210006 - Records Imaging of Subdivision Maps, County Clerk's Office:** This project allows for the imaging of subdivision maps filed with the County Clerk's Office. \$65,645 was requested and \$65,645 was recommended by the panel and staff contingent on the county:

1. Submitting documentation for two (2) separate projects: the purchase of equipment for an ongoing imaging project and the conversion scanning of the back files;
2. providing clarification on how it plans to coordinate the scanning and sharing of maps between the offices of the Clerk, Engineer and Planner, since all have need for similar filings; and
3. justifying the purchase of two sets of scanning equipment used by two different offices as opposed to creating a centralized oversized scanning unit.

**05210007 - Records Imaging of Maps, Engineering Department:** This project allows for the imaging of maps in the Engineering Department. \$64,148.85 was requested and recommended by the panel and staff contingent on the county:

1. Submitting documentation for two (2) separate projects: the purchase of equipment for an ongoing imaging project and the conversion scanning of the back files;
2. providing clarification on how it plans to coordinate the scanning and sharing of maps between the offices of the Clerk, Engineer and Planner, since all have need for similar filings; and

3. justifying the purchase of two sets of scanning equipment used by two different offices as opposed to creating a centralized oversized scanning unit.

**05210008 - Forms Creation and Imaging, Surrogates Office:** This project allows for the assessment of forms and imaging in the Surrogate's Office. \$30,207 was requested and \$0 was recommended for award by the panel and staff. The panel concluded that part of the county-wide needs assessment funded under project 05210001 should specifically target the forms and business processes of the Surrogate's Office, and that an imaging pilot project may result from the assessment. Money has been added to project 05210001 to fund a pilot project contingent on the assessment being complete.

**05210009 - Records Imaging / Back Scanning, County Clerk's Office:** This project allows for the back-scanning of land documents, including deeds and mortgages, within the County Clerk's Office. \$261,962 was requested and recommended for award by the panel and staff with the qualification and requirement that the scanning be done from the original books to capture all marginal notations as required by DARM.

## THE TOWNSHIP OF BRICK

**05150701 - Needs Assessment and Strategic Plan:** This project allows the township to contract for a full municipal-wide needs assessment and strategic plan. \$50,000 was requested and \$50,000 was recommended by the panel and staff with the requirement that the results of the project will be the completion of a needs assessment and a strategic plan for archives and records management.

1. The needs assessment should incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures.
2. The strategic plan should include:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

Additional assistance can be found in the PARIS Grant Guidelines on pages 105 through 112.

## THE CITY OF CAMDEN

**05040801 - Needs Assessment and Strategic Plan:** This project allows the city to contract for a full municipal-wide needs assessment and strategic plan. \$49,770 was requested and \$49,770 was recommended by the panel and staff with the requirement that the results of the project will be the completion of a needs assessment and a strategic plan for archives and records management.

1. The needs assessment should incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
2. The strategic plan should include:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

Further, the award is contingent on restructuring consultant's involvement to include professional archival oversight of student workers and greater involvement in conservation/preservation services (CCAHA, NEDCC, etc.).

Additional assistance can be found in the PARIS Grant Guidelines on pages 105 through 112.

## THE CITY OF CLIFTON

**05160201 - Needs Assessment and Strategic Plan:** This project allows the city to contract for a full municipal-wide needs assessment and strategic plan. \$48,340 was requested and \$48,340 was recommended by the panel and staff with the requirement that the results of the project will be the completion of a needs assessment and a strategic plan for archives and records management. It is granted with the requirement that the proper consultants in the field of preservation will be utilized for conservation/preservation needs assessment and planning.

1. The needs assessment should incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
2. The strategic plan should include:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

Additional assistance can be found in the PARIS Grant Guidelines on pages 105 through 112.

## **THE TOWNSHIP OF DOVER (OCEAN COUNTY)**

**05150801 - Needs Assessment and Strategic Plan:** This project allows the township to contract for a full municipal-wide needs assessment and strategic plan. \$50,000 was requested and \$40,900 was recommended by the panel and the staff increased the recommended award to \$49,900 (less \$100 for unexplained travel costs) with the requirement that the results of the project will be the completion of a needs assessment and a strategic plan for archives and records management.

Dover Township is only eligible for a “Needs Assessment and Strategic Planning Grant (Inventory and Planning: Records Survey/Program Planning Category) in this grant cycle. This project's funding is contingent upon the resubmission of this application reformulated as a true archives and records management needs assessment and strategic planning process. The grant narrative should be comprised of:

1. Statement of Need;
2. Plan of Work (including timetables and deliverables);
3. Intended Results; and
4. Agency Support for this project and archives and records management.

Please consult the PARIS Grant Guidelines pages 83 through 86 for guidance in constructing the grant narrative. The intended results on this project should be the completion of a needs assessment and a strategic plan for archives and records management.

1. The needs assessment should incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
2. The strategic plan should include:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

Additional assistance can be found in the PARIS Grant Guidelines on pages 105 through 112.

## **THE TOWNSHIP OF EDISON**

**05120501 - Needs Assessment and Strategic Plan:** Edison Township's PARIS Grant application includes language that seems to draw premature conclusions and intended results. Edison Township is only eligible for a "Needs Assessment and Strategic Planning Grant (Inventory and Planning: Records Survey/Program Planning Category) in this grant cycle. This project allows the township to contract for a full municipal-wide needs assessment and strategic plan. \$46,658 was requested and \$46,658 was recommended by the panel and staff with the requirement that the result of the project will be the completion of a needs assessment and a strategic plan for archives and records management.

1. The needs assessment should incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
2. The strategic plan should include:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

Additional assistance can be found in the PARIS Grant Guidelines on pages 105 through 112.

## **The City of Elizabeth**

**05200401 - Needs Assessment and Strategic Plan:** This project allows the city to contract for a full municipal-wide needs assessment and strategic plan. \$50,000 was requested and \$50,000 was recommended by the panel and staff with the requirement that the results of the project will be the completion of a needs assessment and a strategic plan for archives and records management.

1. The needs assessment should incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
2. The strategic plan should include:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

The assessment and plan should cover the entire municipality, including the Police Department.

Additional assistance can be found in the PARIS Grant Guidelines on pages 105 through 112.

## **THE TOWNSHIP OF HAMILTON (MERCER COUNTY)**

**05110301 - Needs Assessment and Strategic Plan:** This project allows the township to contract for a full municipal-wide needs assessment and strategic plan. \$46,543 was requested and \$46,543 was recommended by the panel and staff with the requirement that the results of the project will be the completion of a needs assessment and a strategic plan for archives and records management.

1. The needs assessment should incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
2. The strategic plan should include:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

Additional assistance can be found in the PARIS Grant Guidelines on pages 105 through 112.

## THE CITY OF JERSEY CITY

**05090601 - Needs Assessment and Strategic Plan:** This project allows the city to contract for a full municipal-wide needs assessment and strategic plan. \$48,500 was requested and \$48,500 was recommended by the panel and staff with the requirement that the results of the project will be the completion of a needs assessment and a strategic plan for archives and records management.

1. The needs assessment should incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
2. The strategic plan should include:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

Additional assistance can be found in the PARIS Grant Guidelines on pages 105 through 112.

## THE CITY OF NEWARK

**05071401 - Needs Assessment and Strategic Plan:** This project allows the city to contract for a full municipal-wide needs assessment and strategic plan. \$48,430 was requested and \$50,000 was recommended by the panel and staff (an increase considering the size of the City, to ensure that as many departments as possible are covered) with the requirement that the results of the project will be the completion of a needs assessment and a strategic plan for archives and records management.

1. The needs assessment should incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
2. The strategic plan should include:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

Additional assistance can be found in the PARIS Grant Guidelines on pages 105 through 112.

## **THE CITY OF PATERSON**

**05160801 - Needs Assessment and Strategic Plan:** This project allows the city to contract for a full municipal-wide needs assessment and strategic plan. \$50,000 was requested and \$50,000 was recommended by the panel and staff with the requirement that the result of the project will be the completion of a needs assessment and a strategic plan for archives and records management.

1. The needs assessment should incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
2. The strategic plan should include:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

Additional assistance can be found in the PARIS Grant Guidelines on pages 105 through 112.

## THE CITY OF TRENTON

**05111101 - Needs Assessment and Strategic Plan:** This project allows the city to contract for a full municipal-wide needs assessment and strategic plan. \$45,250 was requested and \$45,250 was recommended by the panel and staff with the requirement that the result of the project will be the completion of a needs assessment and a strategic plan for archives and records management.

1. The needs assessment should incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
2. The strategic plan should include:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

Additional assistance can be found in the PARIS Grant Guidelines on pages 105 through 112.

## The Township of Woodbridge

**05122501 - Needs Assessment and Strategic Plan:** This project allows the township to contract for a full municipal-wide needs assessment and strategic plan. \$46,543 was requested and \$46,543 was recommended by the panel and staff with the requirement that the result of the project will be the completion of a needs assessment and a strategic plan for archives and records management.

1. The needs assessment should incorporate:
  - a. a comprehensive records inventory;
  - b. the status of basic records management within the County;
  - c. business process analysis;
  - d. adherence to records retention and destruction procedures;
  - e. current use of imaging and electronic records technology;
  - f. records storage facility conditions;
  - g. status and condition of historical records; and
  - h. document handling rules and procedures; and
2. The strategic plan should include:
  - a. an introduction;
  - b. vision statement;
  - c. mission statement;
  - d. identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT);
  - e. long term goals (typically for 3 to 5 years); and
  - f. annual short term goals to achieve the long term goals.

Additional assistance can be found in the PARIS Grant Guidelines on pages 105 through 112.

## **TIMETABLE FOR 2005-2006 GRANT PROJECTS**

Date regulations for PARIS grant project  
(N.J.A.C. 15:3-7) become effective ..... Monday, December 20, 2004

Grant applications and handbook available  
by this date ..... Friday, December 31, 2004

Deadline for receipt of draft PARIS grant  
applications ..... Friday, February 4, 2005  
12:00 noon

Deadline for receipt of completed PARIS  
applications. ..... Friday, March 4, 2005  
12:00 noon

State Records Committee announcement of  
grant awards. ..... Thursday, May 19, 2005

Grant projects may start ..... Friday, July 1, 2005

Midterm project reports due ..... Friday, December 30, 2005  
12:00 noon

All work on grant projects must be  
completed. ..... Friday, June 30, 2006

Deadline for receipt of draft narrative and  
expenditure reports on completed grant  
projects. ..... Friday, September 1, 2006  
12:00 noon

Final narrative and expenditure reports on  
grant projects must be received by this date. .... Friday, December 29, 2006  
12:00 noon

All grant applications and reports on grant projects shall be submitted to the  
PARIS Grants Administrator, Division of Archives and Records Management,  
2300 Stuyvesant Avenue, Trenton, NJ 08618-3226.

**PARIS Grants Program - 2005**  
**Application / Project Assignments**

<b>PANEL 1</b>		
ASSIGNED APPLICATIONS	# PROJECTS	AMOUNT REQUESTED
Cape May County	8	\$1,481,859
Mercer County	11	\$1,252,778
Union County	6	\$1,499,920.59
Ocean County	5	\$1,500,000
City of Camden	1	\$49,770
City of Clifton	1	\$50,000
<i>Totals</i>	32	\$5,834,327.59
<b>PANEL 2</b>		
Sussex County	10	\$1,145,755
Monmouth County	9	\$1,499,565
Camden County	10	\$1,932,502
Township of Edison	1	\$49,750
Township of Dover (Ocean)	1	\$50,000
<i>Totals</i>	31	\$4,677,572
<b>PANEL 3</b>		
Burlington County	11	\$1,333,810
Middlesex County	10	\$1,177,087
Bergen County	10	\$2,108,357
Township of Hamilton (Mercer)	1	\$46,543
Township of Woodbridge	1	\$46,543
<i>Totals</i>	33	\$4,712,340
<b>PANEL 4</b>		
Essex County	8	\$1,499,870
Cumberland County	8	\$1,500,000
Hudson County	7	\$1,529,083
Morris County	8	\$1,503,862
Township of Brick	1	\$50,000
City of Newark	1	\$48,430
<i>Totals</i>	32	\$6,131,245
<b>PANEL 5</b>		
Somerset County	5	\$426,000
Gloucester County	21	\$1,500,000
Atlantic County	5	\$1,345,819
City of Elizabeth	1	\$50,000
City of Jersey City	1	\$48,500
<i>Totals</i>	33	\$3,370,319
<b>PANEL 6</b>		
Passaic County	8	\$1,499,892
Hunterdon County	6	\$1,187,485
Salem County	7	\$1,500,000
Warren County	9	\$1,086,324
City of Paterson	1	\$50,000
City of Trenton	1	\$42,250
<i>Totals</i>	32	\$5,365,951

## Application Review Criteria

1. The soundness of the plan of work, including its timetable.
2. The qualifications or appropriateness of personnel or consultants who will be paid with grant funds.
3. The appropriateness of the budget for the planned work.
4. If the proposed grant projects are in line with the priorities established by the State Records Committee for the fiscal year.
5. Whether the applicant has satisfied each of the requirements for relevant project categories and sub-categories.
6. The potential of the project to develop or enhance the management, preservation or storage of records, rather than merely support such ongoing activities.
7. Demonstrated support for, and progress toward, developing a comprehensive professional archives and records management program for the records of the local government.
8. Shared services; enterprise-wide projects within a county or municipality and cooperative programs and shared services between counties or between counties and municipalities.
9. Demonstration of need.
10. Relevance of proposed grant projects to a strategic plan for the development of the county or municipality archives and records management programs.

**PARIS GRANTS**  
**2005**  
**Award Recommendation**

COUNTY	Recommended Award
ATLANTIC COUNTY	\$1,141,799
BERGEN COUNTY	\$1,189,277
BURLINGTON COUNTY	\$1,254,945
CAMDEN COUNTY	\$1,360,443
CAPE MAY COUNTY	\$1,481,859
CUMBERLAND COUNTY	\$1,018,568
ESSEX COUNTY	\$1,469,877
GLOUCESTER COUNTY	\$1,446,481
HUDSON COUNTY	\$1,397,983
HUNTERDON COUNTY	\$1,115,260
MERCER COUNTY	\$825,456
MIDDLESEX COUNTY	\$940,900
MONMOUTH COUNTY	\$1,498,565
MORRIS COUNTY	\$1,378,467
OCEAN COUNTY	\$1,399,800
PASSAIC COUNTY	\$1,443,078
SALEM COUNTY	\$1,044,191
SOMERSET COUNTY	\$479,800
SUSSEX COUNTY	\$725,666
UNION COUNTY	\$1,010,639
WARREN COUNTY	\$859,097
<i>Total</i>	<b>\$24,482,151</b>

**PARIS GRANTS  
2005  
Award Recommendation**

MUNICIPALITY	Recommended Award
TOWNSHIP OF BRICK	\$50,000
CITY OF CAMDEN	\$49,770
CITY OF CLIFTON	\$48,340
TOWNSHIP OF DOVER (Ocean)	\$49,900
TOWNSHIP OF EDISON	\$46,658
CITY OF ELIZABETH	\$50,000
TOWNSHIP OF HAMILTON (Mercer)	\$46,543
CITY OF JERSEY CITY	\$48,500
CITY OF NEWARK	\$50,000
CITY OF PATERSON	\$50,000
CITY OF TRENTON	\$45,250
TOWNSHIP OF WOODBRIDGE	\$46,543
<i>Total</i>	<b>\$581,504</b>
<b>GRAND TOTAL</b>	<b>\$25,063,653</b>

**COUNTY GRANTS****ATLANTIC COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05010001	Needs Assessment Consultation	\$18,419
05010002	Establish Data Campuses [equipment purchase]	\$322,090.15
05010003	E-filing of land documents, County Clerk's Office	\$195,700
05010004	Stand Alone Imaging System, County Records Center	\$57,150
05010005	Preservation and Conservation, Year 1	\$548,440
<i>Total</i>		<b>\$1,141,799.15</b>

**BERGEN COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05020001	Countywide Inactive Records Storage	\$121,800
05020002	Preservation & Improved Access, Filed Maps, Clerk's	\$224,970
05020003	Improved Access to Trade Name Index, Clerk's Office	\$22,000
05020004	Improved Access to Naturalization Records, Clerk's	\$300,150
05020005	Restoration of bound books, County Clerk's Office	\$13,500
05020006	County-wide scanning Solution [software]	\$300,000
05020007	County-wide scanning Solution [hardware]	\$0
05020008	Restoration of bound books, Surrogate's Office	\$122,000
05020009	Storage Units, Surrogate's Office	\$3,757
05020010	Staff: County Records Manager	\$81,100
<i>Total</i>		<b>\$1,189,277</b>

**BURLINGTON COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05030001	Records Management Planning Consultant & Staff	\$172,300
05030002	Equipment for new Records Center [Shelving ... ]	\$154,760
05030003	E-filing of Land Documents, County Clerk's Office	\$180,466
05030004	Roller Shelving for Document Books	\$97,466
05030005	High Density Shelving Units & Storage, Prosecutor's	\$64,572
05030006	Document Imaging, Prosecutor's Office	\$135,613
05030007	Acid Free Boxes and Records Destruction	\$3,350
05030008	Scan and Store Treasurer's and Engineering Records	\$90,563
05030009	Establish Enterprise Image Storage Mgt. System	\$232,355
05030010	Standard Document Imaging Solution	\$78,500
05030011	Municipal Records Mgt. Shared Services Planning	\$45,000
<i>Total</i>		<b>\$1,254,945</b>

**CAMDEN COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05040001	Needs Assessment and Strategic Plan	\$104,800
05040002	Departmental Devel. [Staff] and Org. Memberships	\$223,900
05040003	E-filing of land documents, County Clerk's Office	\$245,466
05040004	Remote centralized Archival Records Storage	\$372,200
05040005	Back File of Land Records, County Clerk's Office	\$340,000
05040006	Scanning, Departments of Engineering & Planning	\$0
05040007	Document Scanning	\$0
05040008	Shelving, Board of Social Services	\$0
05040009	Fingerprinting Scanning, Sheriff's Office	\$0
05040010	Filing Systems, Sheriff's Department	\$74,077
<i>Total</i>		<i>\$1,360,443</i>

**CAPE MAY COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05050001	Regional Records Recovery Center (RRRC)	\$588,290
05050002	Archives and Records Management Training	\$154,192
05050003	Standardized Doc. Imaging ... Enterprise-wide	\$515,639
05050004	Archival Preservation, Immediate and Long-term	\$34,185
05050005	Archives & Records Mgt. Professional Org. Memberships	\$14,433
05050006	NJ Electronic Recording Portal Enhancement	\$133,620
05050007	Records Storage Center Space Enhancement	\$36,500
05050008	Records Mgt. Needs Assessment Study/BPA	\$5,000
<i>Total</i>		<i>\$1,481,859</i>

**CUMBERLAND COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
5060001	Preservation Assessment and Conservation	\$280,000
5060002	Facilities Study	\$42,476
5060003	Needs Assessment - Technology [Records Mangmt.]	\$94,200
5060004	Records Inventory	\$13,780
5060005	Education and Training	\$5,560
5060006	E-filing Portal, land documents, County Clerk's Office	\$215,466
5060007	Staff: Archives and Records Management Office	\$255,086.40
5060008	Indexing & Backfile Imaging [land records & naturalizations]	\$112,000
<i>Total</i>		<i>\$1,018,568.40</i>

**ESSEX COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05070001	Record Inventory & Preservation [Commercial Storage]	\$154,980
05070002	Microfilming, Board of Chosen Freeholders	\$205,382
05070003	Imaging System, Vault Records, County Clerk's Office	\$77,085
05070004	LAN/WAN Assessment & E-Records, pilot program	\$179,664
05070005	e-Recording, Register of Deeds and Mortgages	\$209,466
05070006	Staff: Records Manager	\$78,300
05070007	Imaging Systems & Microfilming, Public Works & Parks	\$565,000

05070008	AS400 System Upgrade & Imaging, Sheriff's Office	\$0
	<i>Total</i>	\$1,469,877

**GLOUCESTER COUNTY**

Project No.	Project Title	Recommended Award
05080001	Disaster and Recovery, Clayton Complex	\$89,775
05080002	Records Recovery, SANs	\$174,504
05080003	Records Management Training, Electronic documents	\$70,000
05080004	Electronic Document Management System	\$270,504
05080005	Microfilming, Mortgage Books, County Clerk's Office	\$65,250
05080006	Microfilming, Naturalization Records, County Clerk's	\$12,840
05080007	Backfile Microfilming, Deeds, County Clerk's Office	\$131,400
05080008	Microfiche to Microfilm Conversion, Surrogate's Office	\$23,018
05080009	Off site Microfilm Storage, Board of Chosen Freeholders	\$2,550
05080010	Archive Training & Memberships	\$3,122
05080011	Records Management Training & Memberships	\$9,885
05080012	Records Storage Space Enhancements [shelving]	\$181,400
05080013	Needs Assessment & Business Process Analysis	\$85,000
05080014	Book Cleaning, County Clerk's Office	\$2,860
05080015	Book Conservation, Surrogate's Office	\$122,000
05080016	Assessment & Preservation, Highway Maps	\$36,690
05080017	Inventory of Records, Gloucester Co. Historical Soc.	\$3,000
05080018	Project Management	\$0
05080019	Staff: Records Manager and Records Analyst	\$136,990
05080020	Disaster Planning	\$13,765
05080021	Image Conversion, Board of Chosen Freeholders	\$11,928
	<i>Total</i>	\$1,446,481

**HUDSON COUNTY**

Project No.	Project Title	Recommended Award
05090001	Enterprise Document Mgt. System [assessment & pilot]	\$37,780
05090002	Infrastructure Upgrade	\$644,184
05090003	Needs Assessment and Strategic Plan	\$239,000
05090004	Records Management [Records Manual and Training]	\$72,000
05090005	Creation of Office of Archives & Records Management	\$255,019
05090006	Comprehensive Preservation Needs Assessment	\$50,000
05090007	Restoration of Archival Records	\$100,000
	<i>Total</i>	\$1,397,983

**HUNTERDON COUNTY**

Project No.	Project Title	Recommended Award
05100001	Land Records Image System, County Clerk's Office	\$201,687
05100002	Renovations, Hall of Records	\$750,000
05100003	Records Inventory and Preservation Assessment	\$19,800
05100004	Strategic Document Plan	\$88,000
05100005	Record Management Support [Supplies & Equipment]	\$49,918
05100006	Training and Memberships	\$5,855
	<i>Total</i>	\$1,115,260

**MERCER COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05110001	Technology Assessment and Pilot Implementation	\$266,200
05110002	CivilServe Software, Sheriff's Office	\$173,700
05110003	File Listing, Prosecutor's Office	\$109,200
05110004	File Listing, Sheriff's Office	\$16,940
05110005	File Listing, Corrections Center	\$28,800
05110006	County Wide Records Inventory & Storage	\$73,405
05110007	Long Range Planning – Shared Services w/ Municipalities	\$45,000
05110008	Historical/Preservation Assessment, Prosecutor's Office and Admin. Bldg.	\$7,700
05110009	Historical/Preservation (Digitize), Prosecutor's Office and Admin. Bldg.	\$10,033
05110010	Staff: Archivist/Records Manager	\$86,778
05110011	Conservation of Records - General	\$7,700
<i>Total</i>		\$825,456

**MIDDLESEX COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05120001	Backfile Imaging, Surrogate's Office	\$126,437.65
05120002	Replacement of Movable File Unit, Board of Chosen Freeholders	\$26,502
05120003	Document Imaging for Engineering and Planning Departments	\$244,020
05120004	Replacement of Microfilm Processor	\$23,516.19
05120005	Purchase of Camera to Microfilm Bound Books ...	\$130,346.50
05120006	E-filing, County Clerk's Office	\$0
05120007	Archiving of email and Phase I of Recovery Plan	\$260,574
05120008	Sharing Data, Clerk's Office, Tax Board & Municipalities	\$100,000
05120009	Microfilming of Vital Records for Municipalities	\$24,995
05120010	ARMA Membership/Conference	\$4,508
<i>Total</i>		\$940,899.34

**MONMOUTH COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05130001	Office of Records Management Consulting	\$29,750
05130002	Stationary Shelving at Satellite Records Center	\$44,568
05130003	Electronic Recording Portal Expansion	\$792,246
05130004	Expansion of Open Public Records Search System	\$317,444
05130005	Conservation Survey	\$2,290
05130006	Disaster Response Planning Consultancy	\$7,200
05130007	Mobile Shelving	\$196,000
05130008	Professional Development	\$6,167
05130009	Records Mgt. Needs Assessment Study & BPA	\$102,900
<i>Total</i>		\$1,498,565

**MORRIS COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05140001	Needs Assessment / Inventory / Strategic Plan	\$71,020
05140002	Training	\$21,080
05140003	EDMS/Imaging	\$613,300
05140004	Facility Study	\$89,000
05140005	Microfilming	\$284,650.60
05140006	Staff: Records Manager and Records Analyst	\$162,741.30
05140007	Conservation/Preservation of Historic Records	\$21,595
05140008	Microfilming of Historic Records	\$115,079.79
<i>Total</i>		<b>\$1,378,466.69</b>

**OCEAN COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05150001	Preservation Assessment and Conservation	\$249,800
05150002	Training and Education	\$5,778
05150003	Backlog Imaging and Certification	\$624,745
05150004	E-filing Portal, County Clerk's Office	\$370,255
05150005	Facilities Needs Assessment	\$149,222
<i>Total</i>		<b>\$1,399,800</b>

**PASSAIC COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05160001	Electronic Imaging, Surrogate's Office	\$186,510
05160002	Records Restoration & Preservation, Surrogate's Office	\$49,100
05160003	Needs Assessment and Strategic Plan	\$110,790
05160004	Enterprise Imaging System	\$69,000
05160005	Electronic Imaging, Historical Records, Clerk's Office	\$435,852
05160006	Expansion of e-recording, Clerk's Office	\$213,280
05160007	Electronic Fingerprint Capture, Storage, Sheriff's Office	\$104,668
05160008	Criminal Identification Records Imaging, Sheriff's Office	\$273,878
<i>Total</i>		<b>\$1,443,078</b>

**SALEM COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05170001	Preservation Assessment and Conservation	\$249,800
05170002	Facilities Study	\$42,476
05170003	Records Management [Assessment]	\$84,800
05170004	Records Inventory & Back-file Imaging, Clerk's Office	\$266,491
05170005	Education and Training	\$5,553
05170006	Infrastructure Development - pilot imaging system	\$133,509
05170007	Staff: Office of Archives and Records Management	\$261,562
<i>Total</i>		<b>\$1,044,191</b>

**SOMERSET COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05180001	Inventory, Needs Assessment & Strategic Plan	\$141,500
05180002	Conservation & Microfilming, County Clerk's Office	\$104,000
05180003	Conservation & Microfilming, Surrogate's Office	\$111,000
05180004	Assessment of EDMS System, Engineering Dept.	\$45,000
05180005	Project Management [Staff]	\$78,300
<i>Total</i>		<b>\$479,800</b>

**SUSSEX COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05190001	Conservation and Preservation Consultant	\$0
05190002	Records Management Consultant [Staff]	\$139,800
05190003	Association Membership	\$0
05190004	Training and Seminars	\$5,500
05190005	Inventory, Assessment, Indexing, Imaging & Temp. Records Facility	\$0
05190006	Centralized Records Retention	\$50,000
05190007	Back Scanning of Records, County Clerk's Office	\$223,656.50
05190008	Imaging Needs Assessment	\$0
05190009	Imaging Pilot: Surrogate's Office	\$61,708.95
05190010	Pilot LRM E-filing/Recording, County Clerk's Office	\$245,000
<i>Total</i>		<b>\$725,665.45</b>

**UNION COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05200001	EDMS Imaging Services and Software (LaserFiche)	\$450,000
05200002	EDMS Hardware	\$0
05200003	Staff: Records Manager	\$77,733.59
05200004	Commercial Storage Service Fee	\$60,000
05200005	Map Restoration, County Clerk's Office	\$311,065
05200006	Back-file Services, County Clerk's Office	\$111,840
<i>Total</i>		<b>\$1,010,638.59</b>

**WARREN COUNTY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05210001	Records Management Strategic Plan	\$310,000
05210002	Business Continuity & Disaster Recovery Plan, Surrogate's Office	\$42,000
05210003	Shelving and Storage, various locations	\$94,559
05210004	Records Preservation [Dehumidifier], Human Services	\$3,700
05210005	Records Imaging, Board of Chosen Freeholders Minutes	\$17,082
05210006	Records Imaging of Subdivision Maps, Clerk's Office	\$65,644.85
05210007	Records Imaging of Maps, Engineering Department	\$64,149
05210008	Forms Creation and Imaging, Surrogate's Office	\$0
05210009	Records Imaging / Back Scanning, County Clerk's Office	\$261,962
<i>Total</i>		<b>\$859,097</b>

**MUNICIPAL GRANTS****TOWNSHIP OF BRICK**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05150700	Needs Assessment / Strategic Plan	\$50,000

**CITY OF CAMDEN**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05040800	Needs Assessment / Strategic Plan	\$49,770

**CITY OF CLIFTON**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05160200	Needs Assessment / Strategic Plan	\$48,340

**TOWNSHIP OF DOVER (Ocean)**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05150800	Needs Assessment / Strategic Plan	\$49,900

**TOWNSHIP OF EDISON**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05120500	Needs Assessment / Strategic Plan	\$46,658

**CITY OF ELIZABETH**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05200400	Needs Assessment / Strategic Plan	\$50,000

**TOWNSHIP OF HAMILTON (Mercer)**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05110300	Needs Assessment / Strategic Plan	\$46,543

**CITY OF JERSEY CITY**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05090600	Needs Assessment / Strategic Plan	\$48,500

**CITY OF NEWARK**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05071400	Needs Assessment / Strategic Plan	\$50,000

**CITY OF PATERSON**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05160800	Needs Assessment / Strategic Plan	\$50,000

**CITY OF TRENTON**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05111100	Needs Assessment / Strategic Plan	\$45,250

**TOWNSHIP OF WOODBRIDGE**

<b>Project No.</b>	<b>Project Title</b>	<b>Recommended Award</b>
05122500	Needs Assessment / Strategic Plan	\$46,543