



*Salem County Office of Archives
and Records Management
90 Market Street
Salem, NJ 08079*



Is Records Management For Me?





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**Records
management?
It's snooze
time...**



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Before nodding off, just a few questions.

Does the office's recordkeeping help or hinder daily work?

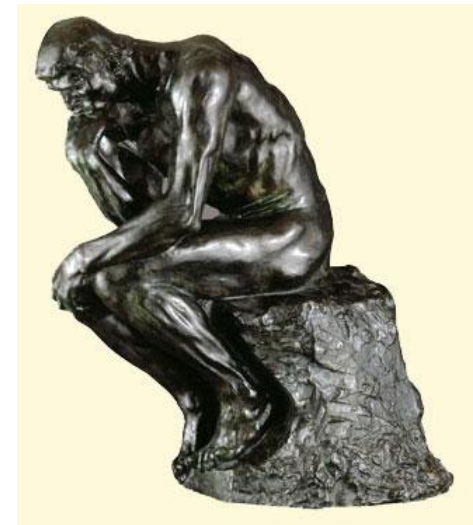
Do you trust the central file or hoard all records on your desk?

How long do you wait for a needed record?

Hope the public doesn't ask for any records?

Do staff often play "Who borrowed the record"?

If you are not sure of your answers...





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A Records Management Program can

1. identify records management problems
2. prioritize cost effective solutions such as training and equipment
3. provide solid reasons to **justify funds** for solutions





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Speaking of funds...our Freeholders working with the State* opened the



to help all Salem County departments and municipalities.

*NJ Division of Archives and Records Management via PARIS grant



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So far, the Office of Archives & Records Management has:

- ✓ inventoried all paper and electronic records
- ✓ created records management strategic plans
- ✓ shredded over 100 tons of past retention records
- ✓ set up space saving shelving
- ✓ prepared connectivity and disaster recovery studies
- ✓ Installed electronic document management system





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You could collaborate in projects such as...

- computerize select records for easy finding and secure sharing
- prepare records management policy reference manual
- thin out and reorganize paper files
- train staff in records management





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More projects continued...

- conservation/preservation of historical records
- annual separating files for approved shredding
- microfilming to create backup documents
- prepping for centralized records storage





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Interested?



Please contact the Office of Archives and Records Management
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