



STATE RECORDS COMMITTEE

REVISED NOTICE OF AVAILABILITY OF GRANTS

RECORDS DISASTER RECOVERY AND TRIAGE (RECORDS DIRECT) GRANTS

Take notice that, in accordance with P.L. 2003, c.117, sections 38 and 39, the State Records Committee announces the availability of the following grant funds. This notice revises and supersedes that notice of availability of grants published in the September 7, 2004 New Jersey Register at 36 N.J.R. 4182(a).

A. Name of program: Records Disaster Recovery and Triage (Records DIRECT) Grant Program.

B. Purpose: To award emergency grants and supplies to county and municipal governments where immediate response is necessary to prevent the irretrievable loss of vital, permanent or archival records damaged by man-made or natural phenomena.

C. Counties and municipalities will be eligible to apply for grants in the following categories:

- Hiring of personnel in response to the emergency such as conservation/preservation consultants, clerical workers and laborers;
- Purchasing of services in response to the emergency such as freeze drying, freezer storage, microfilming, transportation and rental;
- Purchasing of supplies in response to the emergency such as acid-free boxes, folders and cleaning materials.

All applicants must account for any associated insurance or other funds received in compensation from liable parties.

D. Timetable for the application process:

- Records DIRECT grants shall be available after January 1, 2005.
- Applications must be submitted within 23 working days of the emergency.
- The State Records Committee shall review applications and notify applicants within five working days of receipt.

Grant applications and reports shall be submitted to the PARIS Grants Administrator, Division of Archives and Records Management, 2300 Stuyvesant Avenue, Trenton, NJ 08618.

- E. Minimum and maximum grant awards for Fiscal Year 2005:** The minimum award amount is \$500.00 and the maximum award amount is \$100,000. The maximum amount the Director of the Division of Archives and Records Management is authorized to award without approval of the State Records Committee is \$5,000.
- F. Applicable rules and handbook:** The State Records Committee has adopted new rules published elsewhere in this issue of the New Jersey Register to implement the Records DIRECT grants program. In addition to promulgating rules, the State Records Committee will also publish a handbook that includes an application form and instructions for the Records DIRECT grants program. No later than December 31, 2004, applications and the handbook will be available on the Division of Archives and Records Management website at www.njarchives.org or by contacting the Records DIRECT Grants Administrator, Division of Archives and Records Management, PO Box 307, Trenton, NJ 08625-0307.



NEW JERSEY ADMINISTRATIVE CODE
TITLE 15. DEPARTMENT OF STATE
CHAPTER 3. RECORDS RETENTION
SUBCHAPTER 8 RECORDS DISASTER RECOVERY AND TRIAGE GRANTS

Proposed: September 7, 2004 at 36 N.J.R. 4003(a).
Adopted November 24, 2004 by Regena L. Thomas, Secretary of State.
Filed: November 24, 2004 as R.2004 d.478, without change.
Authority: P.L. 2003, c.117, Sections 38 and 39.
Effective Date: December 20, 2004.
Expiration Date: September 2, 2008.

SUBCHAPTER 8 RECORDS DISASTER RECOVERY AND TRIAGE GRANTS

15:3-8.1 PURPOSE

This subchapter constitutes the rules of the Records Disaster Recovery and Triage grant program for the award of grants to county and municipal governments where immediate response is necessary to prevent the irretrievable loss of vital, permanent or archival records damaged by man-made or natural phenomena.

15:3-8.2 DEFINITIONS

The words and phrases used in this subchapter shall have the same meaning as defined in N.J.A.C. 15:3-1.2, as amended and supplemented, except the following words and phrases which shall have the designated meanings, unless the context clearly indicates otherwise.

"Applicant" means any duly chartered and incorporated county, city, township, town, borough, or village government in New Jersey.

"DARM" means the Division of Archives and Records Management in the Department of State, as established by the Governor's Reorganization Plan filed April 25, 1983, as set out under N.J.S.A. 18A:73-26.

"Director" means the Director of the Division of Archives and Records Management in the Department of State, who also serves as the Secretary of the State Records Committee.

"Emergency disaster and response efforts" means a response to damage caused by fire, water, man-made or natural phenomena where immediate response is necessary to prevent the irretrievable loss of vital, permanent or archival records.

"Project Manager" means the full-time management-level executive or officer designated by the governing body to have the authority and subject matter knowledge to oversee the fulfillment of the grant terms. Pursuant to the provisions of N.J.S.A. 40A:9-133(e)(6), the Municipal Clerk shall serve as project manager for any application for a PARIS grant for a municipality.

“State Records Committee” means the body established by P.L. 1953, c.410, Section 6 et seq. (N.J.S.A. 47:3-20), comprised of the State Treasurer, the Attorney General, the State Auditor, the Director of the Division of Local Government Services in the Department of Community Affairs, and the Director of the Division of Archives and Records Management in the Department of State, or their designee.

15:3-8.3 ELIGIBLE APPLICANTS

County and municipal governments are eligible to apply for these emergency grants.

15:3-8.4 ELIGIBLE COSTS

(a) Costs attendant to the following shall be eligible for grants:

1. Personnel such as conservation/preservation consultants, clerical workers, and laborers;
2. Purchased services such as freeze-drying, microfilming, freezer storage, transportation and rental; and
3. Supplies, such as acid free boxes, folders, and other enclosures, cleaning materials, plastic milk crates, and storage boxes.

15:3-8.5 PROCEDURES FOR APPLYING FOR A GRANT

(a) Applicants shall immediately contact DARM after damage caused by fire, water, man-made or natural phenomena where immediate response is necessary to prevent the irretrievable loss of vital, permanent or archival records.

(b) A DARM representative will make a site visit to determine the nature and scope of the emergency and the immediate danger to vital, permanent or archival records.

(c) Upon recommendation of DARM staff, the Director of DARM may authorize the immediate disbursement of certain Records DIRECT funds and supplies established by the State Records Committee pursuant to the provisions of N.J.A.C. 15:3-8.9.

(d) The DARM representative may assist the applicant in preparing a Records DIRECT grant application developed by DARM. The application form shall be available at the address below and posted on the DARM website www.njarchives.org.

(e) Applications for Records DIRECT grants must be submitted to DARM within 23 working days of an emergency.

(f) The signatory on the application shall be a full-time management-level executive or officer designated by the governing body, with authority and subject matter knowledge to oversee the fulfillment of the grant terms. Pursuant to the provisions of N.J.S.A. 40A:9-133(e)(6), the Municipal Clerk shall serve as signatory for any application for a Records DIRECT grant for a municipality. The designated signatory shall also serve as project manager responsible for implementation and reporting for a grant.

(g) An original and either four copies or an electronic version of the completed application on a compact disc shall be submitted to:

Records DIRECT Grants Administrator
Division of Archives and Records Management
PO Box 307
Trenton, NJ 08625-0307
Fax: (609) 530-6121
Email: recordsdirect.grants@sos.state.nj.us
Delivery: 2300 Stuyvesant Avenue, Ewing Township, Trenton, NJ 08618-3226

(h) Completed applications shall include:

1. The amount of grant and completion date;
2. The project period;
3. The project scope;
4. Special requirements;
5. A projected completion date;
6. Personnel and budget, including an organizational chart and resumes;
7. Governing body authorizations;
8. Annual or most recent fiscal action plan; and
9. Authorized signature.

15:3-8.6 AWARDING OF RECORDS DIRECT GRANTS

- (a) The application shall be reviewed and acted upon by the State Records Committee within five working days of receipt.
- (b) The State Records Committee reserves the right to award less or more funding than requested.
- (c) The State Records Committee will notify the applicant by fax, telephone or e-mail whether the application has been approved or denied. A formal notification letter shall follow.
- (d) All grant decisions of the State Records Committee shall be final.

15:3-8.7 CRITERIA FOR REVIEW

- (a) Grant applications shall be reviewed based on the following:
 1. Recommendations of DARM staff based on site visit(s) and other information gathered by the same;
 2. Recommendations of preservation/conservation consultants, if any;
 3. All expenditures shall be fully described and justified as to need, cost and choice of method for responding to the emergency; and
 4. Applicants shall account for any associated insurance or other funds received in compensation from any liable parties.

15:3-8.8 COMMENCEMENT OF PROJECT AND PAYMENT

- (a) Payment of up to 90 percent of the grant award shall be issued upon receipt by DARM of a resolution of the governing body of the applicant and an executed agreement accepting the award.

- (b) The remainder of the total grant shall be awarded after submission of a final report on a form provided by DARM.
- (c) Grant award recipients who fail to submit a final report shall be ineligible to apply for other Records DIRECT grants.

15:3-8.9 GRANT AMOUNTS

- (a) The State Records Committee shall establish minimum and maximum amounts for Records DIRECT grant awards based on the funds available pursuant to P.L. 2003, c.117, sections 38 and 39, and shall post these amounts on the DARM website www.njarchives.org and publish them in a public notice in the New Jersey Register.
- (b) DARM shall establish and maintain a stock of emergency disaster supplies for distribution to a county or municipality in response to a natural or man-made disaster where immediate response is necessary to prevent the irretrievable loss of vital, permanent or archival records.
- (c) DARM shall provide a full accounting to the State Records Committee for supplies and funds expended for each Records DIRECT award.