



Making It Better, Together.

Municipal Shared Services Report for Records Management

Funded by the PARIS Grant

During the last three years, the County of Camden applied and received over \$590,000 under the Public Archives and Records Infrastructure Support (PARIS) Grants Program to design and implement countywide shared services initiatives for public records management, preservation and storage programs. The shared services records management projects provide economies of scale that ensure significant cost-savings; solo design and implementation of the four municipal projects listed below average in cost from \$90,000 to \$115,000 depending on the size of the municipality. At \$90,000 each, the total cost for implementing these projects would have been \$1,620,000. Significant savings were realized through the County's initiative to implement these projects jointly for all municipalities. The PARIS grants program has been defined and established by the State Records Committee (SRC). The program is administered by the New Jersey Division of Archives and Records Management (DARM) in the Department of State.

The projects are designed and implemented with the goal of better managing and protecting the municipal governments' vital, historic and other public records while leveraging cost savings or effecting cost avoidance through shared services. During the three (3) year period the following projects were designed and are currently being implemented:

County Sponsored municipal Shared Services Projects

A. Needs Assessment and Strategic Plan

Project 1

Thirty four (34)¹ municipalities participated in the Needs Assessment and Strategic Plan County sponsored initiative which provided a detailed records management assessment and a strategic plan for records management and disaster recovery. This County initiative was the blueprint for municipal eligibility for the PARIS grant application. The actual cost for the project was \$ 113, 700.

Savings resulting from the single procurement and project management saved taxpayers and each one of the 34 municipalities an average of \$20,000.

¹Camden City, Cherry Hill Township and Gloucester Township conducted their own records management needs assessment.

The Needs Assessment and Strategic Plan initiative included the following municipalities:

1. Audubon Borough
2. Audubon Park Borough
3. Barrington Borough
4. Bellmawr Borough
5. Berlin Borough
6. Berlin Township
7. Brooklawn Borough
8. Chesilhurst Borough
9. Clementon Borough
10. Collingswood Borough
11. Gibbsboro Borough
12. Gloucester City
13. Haddon Heights Borough
14. Haddon Township
15. Haddonfield Borough
16. Hi-Nella Borough
17. Laurel Springs Borough
18. Lawnside Borough
19. Lindenwold
20. Magnolia Borough
21. Merchantville Borough
22. Mount Ephraim Borough
23. Oaklyn Borough
24. Pennsauken Township
25. Pine Hill Borough
26. Pine Valley Borough
27. Runnemede Borough
28. Somerdale Borough
29. Stratford Borough
30. Tavistock Borough
31. Voorhees Township
32. Waterford Township
33. Winslow Township
34. Woodlynne Borough

B. Records and Information Management Programs: Projects 2 through 4

Eighteen (18) municipalities are participating in the County sponsored three additional projects that include:

- Records Inventory and Reorganization
- Microfilming and Digitization of Vital Records, and
- Records Information Management (RIM) System.

These projects encompass the development and implementation of an effective, efficient and cost effective records management program for paper based and electronic records.

Total cost of the aforementioned three projects for the 18 municipalities is \$476, 345.

Savings resulting from the single procurement and project management saved taxpayers and each one of the 18 municipalities an average of \$130,000. The initiative included the following municipalities:

1. Audubon Borough
2. Barrington Borough
3. Bellmawr Borough
4. Berlin Township
5. Brooklawn Borough
6. Chesilhurst Borough
7. Clementon Borough
8. Gibbsboro Borough
9. Haddon Heights Borough
10. Haddon Township
11. Haddonfield Borough
12. Laurel Springs Borough
13. Lawnside Borough
14. Oaklyn Borough
15. Pennsauken Township
16. Runnemede Borough
17. Tavistock Borough
18. Waterford Township

The Records Management Programs encompasses the following three County sponsored shared services projects for the above eighteen (18) municipalities:

Project 2

Records Inventory and Reorganization – Improved local government performance by implementing procedures and processes for the storage, retrieval and disposition of records for eighteen (18) municipalities - Total cost of project \$72,864

Savings resulting from the single procurement and project management saved taxpayers and each municipality an average of \$20,000

Project 3

Microfilming and Digitization of Vital Records – Improved access and back up of vital records and protected the integrity of the records in the event of a disaster. Protected historical records by retiring these records and alleviating wear-and-tear of the fragile pages.

Eighteen (18) municipalities – Total cost of project \$ 94,400

Savings resulting from the single procurement and project management saved taxpayers and each municipality an average of \$20,000

Project 4

Records Information Management (RIM) System – Expanded the County's RIM project to include eighteen municipalities in providing a centralized approach to records management. Municipalities are realizing efficiency and cost-saving in their records management process which includes electronic storage and back up of vital records, data recovery, records inventory of physical and electronic records, retention schedule management , Records disposition management, scanning and imaging of paper records. The use of a common infrastructure alleviates the need for each municipality to fund the design and implementation of its own system resulting in cost savings for the taxpayers.

Eighteen (18) municipalities – Total cost of project \$ 309,081

Savings resulting from the single procurement and project management saved taxpayers and each municipality an average of \$55,000