



**HUNTERDON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**DIVISION OF INFORMATION SERVICES**  
 PO Box 2900  
 Flemington, New Jersey 08822-2900  
 www.co.hunterdon.nj.us

**SURVEY QUESTIONNAIRE**  
**ELECTRONIC MANAGEMENT AND TECHNOLOGY PLANNING**

TOWNSHIP: \_\_\_\_\_ OFFICE: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: NJ ZIP CODE: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**A. ELECTRONIC RECORDS MANAGEMENT & DOCUMENT IMAGING**

1. In what way(s) are you managing and/or archiving electronic records including email?
  
2. In what way(s) are you scanning records? Describe the process, including the role and sequence of imaging in the overall process of the office, document preparation, microfilm, scanning, priorities of records, review of images, quality controls, back-ups, disposition of original documents, etc.
  
3. If your agency is imaging public records, what would you estimate the current and past costs of this program (including hardware, software, networking, staff, other items)?
  
4. Describe any related Disaster Prevention and Recovery plans your agency has for records management, electronic records management, and/or document imaging systems (including backup sites, hot/cold site location, testing of the plan, agency staff familiarity with plan, etc.).

Continued on back

**CENTRAL PRINTING**  
 314 State Route 12  
 County Complex, Bldg. #5B  
 PO Box 2900  
 Flemington, NJ 08822-2900  
 Phone 908-788-1195  
 Fax 908-806-5528  
 printshop@co.hunterdon.nj.us

**GEOGRAPHIC INFORMATION SYSTEMS**  
 314 State Route 12  
 County Complex, Bldg. #1  
 PO Box 2900  
 Flemington, NJ 08822-2900  
 Phone 908-806-5534  
 Fax 908-237-7114  
 gis@co.hunterdon.nj.us

**INFORMATION TECHNOLOGY**  
 314 State Route 12  
 County Complex, Bldg. #5A  
 PO Box 2900  
 Flemington, NJ 08822-2900  
 Phone 908-788-1123  
 Fax 908-788-1127  
 infotech@co.hunterdon.nj.us

**MAIL SERVICES**  
 314 State Route 12  
 County Complex, Bldg. #5B  
 PO Box 2900  
 Flemington, NJ 08822-2900  
 Phone 908-806-4508  
 Fax 908-806-5528  
 maildesk@co.hunterdon.nj.us

**RECORDS MANAGEMENT**  
 314 State Route 12  
 County Complex, Bldg. #5A  
 PO Box 2900  
 Flemington, NJ 08822-2900  
 Phone 908-806-4150  
 Fax 908-806-5528  
 records@co.hunterdon.nj.us



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**ROBERT THURGARLAND, MANAGER**

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## Shared Service Printing, Mailing and Records Storage Opportunities

The County's Central Printing, Mailing and Records Divisions currently provides shared services for a number of Municipal Agencies and School Districts, all of whom have indicated they have realized significant costs savings and increased productivity.

Here you will see a sampling of the Shared Services opportunities that are currently available and contact information.

### PRINTING SERVICES

email: [printshop@co.hunterdon.nj.us](mailto:printshop@co.hunterdon.nj.us) ~ phone: 908-788-1195

- Office Stationary: Letterhead, Envelopes, & Business Cards
- Newsletters/Brochures
- Pamphlets & Booklets
- Posters
- Post Cards
- Flyers
- Full-Color Copies
- High Speed Copying
- Uniform Construction Code [UCC] Forms, Stickers, Folders, Permit and Violation Placards
- Full Bindery Services: Folding, Perfect Book Binding, Plastic Coil Insertion
- Graphic Design and Artwork Correction

### MAILING SERVICES

email: [maildesk@co.hunterdon.nj.us](mailto:maildesk@co.hunterdon.nj.us) ~ phone: 908-806-4508

- Bulk Mailing Preparation and delivery to USPS
- Address Correction and Printing
- Database Management

### RECORDS SERVICES

email: [records@co.hunterdon.nj.us](mailto:records@co.hunterdon.nj.us) ~ phone: 908-806-4150

- Secured Climate Controlled Records and Document Storage
- Records Management Training and Assistance

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314 State Route 12  
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PO Box 2900  
Flemington, NJ 08822-2900  
Phone 908-788-1195  
Fax 908-806-5528  
[printshop@co.hunterdon.nj.us](mailto:printshop@co.hunterdon.nj.us)

**GEOGRAPHIC  
INFORMATION  
SYSTEMS**  
314 State Route 12  
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PO Box 2900  
Flemington, NJ 08822-2900  
Phone 908-806-5534  
Fax 908-237-7114  
[gis@co.hunterdon.nj.us](mailto:gis@co.hunterdon.nj.us)

**INFORMATION  
TECHNOLOGY**  
314 State Route 12  
County Complex, Bldg. #5A  
PO Box 2900  
Flemington, NJ 08822-2900  
Phone 908-788-1123  
Fax 908-788-1127  
[infotech@co.hunterdon.nj.us](mailto:infotech@co.hunterdon.nj.us)

**MAIL SERVICES**  
314 State Route 12  
County Complex, Bldg. #5B  
PO Box 2900  
Flemington, NJ 08822-2900  
Phone 908-806-4508  
Fax 908-806-5528  
[maildesk@co.hunterdon.nj.us](mailto:maildesk@co.hunterdon.nj.us)

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Phone 908-806-4150  
Fax 908-806-5528  
[records@co.hunterdon.nj.us](mailto:records@co.hunterdon.nj.us)

**SHARED SERVICES AGREEMENT**

**STORAGE OF MUNICIPAL RECORDS**

**THIS AGREEMENT** is entered into \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ between:

**THE COUNTY OF HUNTERDON**, a body politic and  
Corporate of the State of New Jersey  
c/o Denise B. Doolan, Clerk of the Board of Chosen Freeholders,  
71 Main Street, P.O. Box 2900,  
Flemington, New Jersey 08822-2900

(Referred to in this Agreement as the “**Depository**” or the “**County**”)

**AND** Municipality of .....

Attn:

(Referred to in this Agreement as the “**Owner**” or the “**Municipality**”)

**WHEREAS**, the Uniformed Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq. permits agreements between County and local authorities for joint service projects; and

**WHEREAS**, the County has constructed a record storage facility (“the Facility”) located at 314 State Route 12, Bldg. 5C, Flemington NJ 08822, using both County funds and PARIS Grant funds from participating municipalities. As such, participating municipalities may store their government records at the Facility. The amount of spaces which will be allocated to each participating municipality for storage will be based on the Municipal Inventory and Needs Assessment performed in connection with the PARIS Grant Project. The allocation of space may, following written request, be modified by the Freeholders based on individual circumstances of entities entitled to utilize the space. Requests for modified space allocation must be made in writing and directed to the Board of Chosen Freeholders.

**WHEREAS**, the Owner has in its possession public records which it desires to store in the Depository’s facility. Depository is willing to serve as temporary physical custodian for said

# SHARED SERVICES AGREEMENT

## Section II

Initial costs related to the construction of the Facility and costs associated with the storage of records for participating municipalities in accordance with the above referenced needs assessment are funded by the County through the funds allocated by the PARIS Grant along with municipal grant contributions of funds.

Municipalities (Owners) signing this Agreement understand that uncertainties surrounding funding in subsequent fiscal years present no guarantees on future costs related to municipal record storage in the Facility. At some point in the future, costs may be need to be shared with municipalities to support the continued operation of the Facility and at such time it will become necessary for Owners to contribute funds for the storage of records at the Facility.

## Section III

Depository will, provided that there is adequate space available in the facility, and after inspection of records, accept said records when presented, store them, and preserve them under the same conditions and precautions accorded to its other public records. The County will accept records in one (1) cubic foot archival boxes or one-half (1/2) cubic foot archival boxes only. All boxes must be fitted with lids. Boxes and lids must be supplied by the owner of the records. Owner shall provide copies of preliminary as well as subsequent listings to Depository's designated official(s) as identified in Section IX. All boxes must be accompanied by Transmittal Sheets with an accurate description of the contents of the box. The Depository shall not be held responsible for any loss or damage to any of the Owner's records or property. The owner assumes full responsibility for its records stored at the Facility.

# SHARED SERVICES AGREEMENT

## Section VII

Owner and Depository agree that Records will be made accessible to Owner's officials and employees, for examination, use, and reproduction (at the expense of the person or agency requesting such reproduction) during Depository's normal business hours, in accordance any applicable law or regulation including, but not limited to, the New Jersey Right to Know Law and the Open Public Records Act (N.J.S.A. 47:1A-1 et seq.). The Depository assumes no responsibility for the records or their disclosure under the Open Public Records Act, New Jersey Right-to-Know law or similar laws in effect.

## Section VIII

Ultimate retention and preservation of the Records remain the legal responsibility of the Owner. The Depository acknowledges that the Records are public documents which cannot be destroyed, deaccessioned, transferred to another repository, or otherwise disposed of without express written permission of the Owner and DARM.

## Section IX

All notices to Owner shall be addressed to:

Municipality of .....

or to such other person as Owner shall from time to time designate.

**SHARED SERVICES AGREEMENT**

**Section XI**

If Depository shall default in the due observance or performance of any covenant, agreement or obligation of Depository contained in this agreement, Owner may, if it so elects, terminate this Agreement by giving written notice to that effect to Depository and in such event the records will be returned to Owner within thirty (30) days after the date of delivery of such notice to Depository.

**Section XII**

If Depository, at any time during the term of this agreement, finds that it is unable to observe or perform the covenants, agreements, or obligations herein contained, then it shall, upon 30 days' written notice, return the records to Owner.

This Agreement is governed by the laws of the State of New Jersey.

**IN WITNESS WHEREOF:**

Witness:

COUNTY OF HUNTERDON - DEPOSITORY  
BOARD OF CHOSEN FREEHOLDERS

\_\_\_\_\_  
Denise B. Doolan, Clerk  
Board of Chosen Freeholders

\_\_\_\_\_  
By: \_\_\_\_\_, Director

Witness:

MUNICIPALITY- OWNER

\_\_\_\_\_  
By:

\_\_\_\_\_  
By: