



**STATE RECORDS COMMITTEE**  
**REVISED NOTICE OF AVAILABILITY OF GRANTS**  
**PUBLIC ARCHIVES AND RECORDS INFRASTRUCTURE SUPPORT (PARIS) 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(b).

- A. Name of program:** Public Archives and Records Infrastructure Support (PARIS) Grant Program.
- B. Purpose:** To award competitive grants to county and municipal governments to support significant efforts in the management, storage and preservation of public records. Each year, the State Records Committee will identify specific projects eligible for funding. In this inaugural grant cycle, New Jersey's 21 counties and municipal governments with populations of more than 75,000 will be eligible to apply for grants in the specific project areas listed below. In future years, the State Records Committee looks forward to expanding the universe of eligible applicants and projects.
- C. Counties will be eligible to apply for grants for the following specific projects:**
- Imaging systems and services; electronic filing portals development and expansion; and electronic records management systems. These specific projects fall within the Active Records category and the subcategories of needs assessments and implementation projects for imaging, documents management and electronic records management systems.
  - Archival records and documents conservation and preservation, including specialized services, supplies and equipment for conversation and preservation. These specific projects fall within the Historical Records category and the subcategories of records conversion for preservation purposes including microfilming and imaging; and preservation consisting of general maintenance and other practices that inhibit the deterioration of records.

- State coordinated county needs assessment and strategic planning services. These specific projects fall within the Inventory and Planning category and the subcategory of records survey and program planning.

**D. Municipal governments with populations of more than 75,000 will be eligible to apply for grants for the following projects:**

- Needs assessment and strategic planning, including hiring professional consultants and related expenses. These specific projects fall within the Inventory and Planning category and the subcategory of records survey and program planning.

**E. Timetable for the application process for the inaugural grant cycle:**

- Announcement of specific project areas eligible for funding for fiscal year (July 1, 2005 to June 30, 2006) -- September 30, 2004.
- Availability of PARIS grant applications and handbook-- no later than December 31, 2004.
- Deadline for receipt of draft of PARIS grant application -- 12:00 noon, Friday, February 4, 2005.
- Deadline for receipt of completed PARIS grant application -- 12:00 noon, Friday, March 4, 2005.
- State Records Committee announcement of grant awards -- May 19, 2005.
- Grant projects shall coincide for the State's fiscal year (July 1, 2005 to June 30, 2006).
- Deadline for receipt of draft of final report on grant projects -- 12:00 noon, Friday, September 1, 2006.
- Deadline for receipt of completed final reports on grant projects -- 12:00 noon, Friday, December 29, 2006.

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

**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 PARIS grants program. In addition to promulgating rules, the State Records Committee will also publish a handbook that includes an application form,

instructions and guidelines for the PARIS grants program. The copies of the grant application form and handbook will be available on the Division of Archives and Records Management website at [www.njarchives.org](http://www.njarchives.org) or by contacting the PARIS Grants Administrator, Division of Archives and Records Management, PO Box 307, Trenton, NJ 08625-0307.

**G. Minimum and maximum grant awards:** For this inaugural grant cycle, the minimum award amount for PARIS grants to each county is \$25,000 and the maximum award amount is \$1,500,000. The minimum award amount for PARIS grants to each municipality with a population over 75,000 for needs assessments and strategic planning is \$25,000 and the maximum award amount is \$50,000.



NEW JERSEY ADMINISTRATIVE CODE  
TITLE 15. DEPARTMENT OF STATE  
CHAPTER 3. RECORDS RETENTION  
SUBCHAPTER 7 PUBLIC ARCHIVES AND RECORDS INFRASTRUCTURE SUPPORT GRANTS

**Proposed:** September 7, 2004 at 36 N.J.R. 4000(a).

**Adopted:** November 24, 2004 by Regena L. Thomas, Secretary of State.

**Filed:** November 24, 2004 as R.2004 d.477.

**Authority:** P.L. 2003, c.117, Sections 38 and 39.

**Effective Date:** December 20, 2004.

**Expiration Date:** September 2, 2008.

SUBCHAPTER 7 PUBLIC ARCHIVES AND RECORDS INFRASTRUCTURE SUPPORT GRANTS

15:3-7.1 PURPOSE

This subchapter constitutes the rules of the New Jersey Public Archives and Records Infrastructure Support (PARIS) grant program for the award of grants on the basis of need and specific competitive evaluative criteria to county and municipal governments for the management, storage and preservation of public records pursuant to the provisions of P.L. 2003, c.117, sections 38 and 39.

15:3-7.2 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 the duly chartered and incorporated county, city, township, town, borough, and village government in New Jersey.

**“Approved project period”** means the amount of time during which the grant recipient shall complete satisfactorily the approved project to be eligible for the full funding authorized for the project.

**“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.

**“Grant award recipient not in good standing”** means a county or municipal government that was awarded a PARIS grant in a previous grant cycle but failed to complete all requirements of the grant.

**“Preservation”** or **“records preservation”** means the provision of adequate facilities, processes and procedures to protect, care for, or maintain records, including conversion of records to another media for migration of data or to ensure long-term preservation, and specific measures to maintain, repair, restore or protect 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. **“Records storage”** means the housing and safekeeping of public records as provided in N.J.A.C. 15:3-6.

**“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.

### 15:3-7.3 ELIGIBLE APPLICANTS

(a) An application shall be eligible for a PARIS grant if the following conditions are satisfied:

1. The applicant meets the definition of the term “applicant” found in this subchapter;
2. The applicant’s project manager has personally attended in its entirety at least one mandatory training session on PARIS grant applications presented by DARM; and
3. The applicant is in good standing under the PARIS grant program.

### 15:3-7.4 GRANT CATEGORIES ELIGIBLE FOR FUNDING

(a) Inventory and planning grants that include the following subcategories are eligible for funding:

1. Records inventory, including government-wide or special focus inventories of active and inactive records;
2. Records retention scheduling, as provided by procedures, guidelines and standards established by the State Records Committee per N.J.A.C. 15:3-2.1(e) through (g); or
3. Records survey and program planning, which provides a governmental entity with helpful information about its records by conducting an intensive inventory of the same. The survey shall result in a strategic plan and the development of records management policies and procedures to form a basic framework for on-going records management.

(b) Active records grants that include the following subcategories are eligible for funding:

1. Files management projects to reorganize files, implement classification systems, and develop written policies and procedures to train staff;
2. Planning projects to develop, test and implement disaster and recovery plans and systems;
3. Projects to index or improve access to any active records;
4. Imaging and document management needs assessment and implementation projects;

5. Needs assessments and implementation projects for electronic records management systems;
6. "e-Government" projects to enhance the ability to transact business over the internet;
7. Business process analysis (BPA) projects for the analysis and improvement of business processes that create or maintain records;
8. The development of needs assessments or implementation of records conversion systems not covered under another category; or
9. Projects that use local government records as teaching tools in the classroom.

(c) Inactive records grants that include the following subcategories are eligible for funding:

1. Planning and design projects to conduct feasibility studies and to develop plans for records storage and an inactive records management program; or
2. Implementation of programs and facilities for the improvement of storage, management and preservation of inactive records.

(d) Historical records grants that include the following subcategories are eligible for funding:

1. Needs assessment and planning;
2. Historical records storage facility improvement projects that support alarm systems, fire detection systems and other environmental controls and monitoring equipment;
3. Improving access to historical records;
4. Records conversion for preservation purposes including microfilming and imaging;
5. Preservation consisting of general maintenance and other practices that inhibit deterioration of records;
6. Outreach and public programs that support the use of historical local government records in informational brochures, local history publications, videos, etc.; or
7. Projects that use local historical records as teaching tools in the classroom.

#### **15:3-7.5 ELIGIBLE COSTS**

(a) The following expenses directly related to the project are eligible for grants:

1. Document imaging systems and bar coding equipment;
2. The cost of retaining consultants to make studies or prepare reports, recommendations, or inventories;
3. Registration, accommodations and travel to selected professional conferences, seminars, meetings and courses;
4. Purchase of supplies and materials;
5. Capital expenditures for equipment, including computer equipment;
6. Cost of producing publications directly related to the project;
7. Purchase or construction of facilities or additions to existing structures;
8. Repairs to a building;
9. Standard archival and records center boxes and containers, acid free folders and other specialized archival supplies;
10. Shelving, map cabinets and file cabinets;

11. Vehicles used exclusively in the transportation of records and records storage and retrieval equipment; and
12. Professional consultants and temporary or permanent personnel directly related to the grant project.

#### 15:3-7.6 INELIGIBLE COSTS

(a) The following expenses are ineligible for grants:

1. On-going expenses such as routine repairs, building maintenance, systems maintenance, etc. beyond the grant period;
2. Hiring a grant writer;
3. Purchase of photocopier, fax machine, telephones and other office equipment;
4. Standard office cabinets and files;
5. Office furniture such as desks, chairs, tables or work stations;
6. Office supplies, including tape measures, calculators and marking pens;
7. Wooden shelving of any kind;
8. Cartons or boxes other than the standard archival and records center boxes or other containers;
9. Administrative or operational costs of the agency receiving funding; and
10. Academic degree programs.

#### 15:3-7.7 PROCEDURES

(a) Annual announcement of grant submission dates shall be published in the New Jersey Register and posted on the DARM website [www.njarchives.org](http://www.njarchives.org).

(b) The following four basic steps shall constitute the PARIS grant application procedure:

1. The applicant's project manager shall attend at least one mandatory training session on PARIS grant applications presented by DARM. This training session will review the grant application forms and guidelines that are available on DARM's website. Times and locations for these training sessions shall be posted on the DARM website.
2. The applicant shall submit an application on forms provided by DARM. The application forms shall be available at the address below and posted on the DARM website. A separate original signed written application and either four copies or an electronic version of the complete application on a compact disc shall be submitted for each project.

Applications shall be submitted to:

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

3. A notice of receipt for each application shall be sent by DARM to each applicant.
4. Completed applications shall include:
  - i. The amount of grant and completion date;
  - ii. The project period;
  - iii. The project scope;
  - iv. Special requirements;
  - v. A projected completion date;
  - vi. Personnel and budget, including an organizational chart and resumes;
  - vii. Governing body authorizations;
  - viii. Annual or most recent fiscal action plan; and
  - ix. Authorized signature.

(1) The governing body of a county shall designate by resolution the signatory for the grant application. The signatory on the application shall be a full-time management-level executive or officer of the county with appropriate 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 PARIS grant for a municipality.

- (c) Each application shall contain sufficient information to ensure that the State Records Committee is able to conduct an adequate and thorough review. Applications not technically complete at the time of review, established by the State Records Committee, shall not be eligible.
- (d) Applications not funded in a given grant cycle may be revised and submitted in a subsequent grant cycle.
- (e) Application materials for projects not funded shall be retained by the State Records Committee for one year following announcement of grant awards. Applicants may request return of a copy of their application materials within this one-year period. After one year, the State Records Committee may discard all application materials for non-funded projects.
- (f) The designated signatory on the application shall serve as project manager responsible for implementation and reporting for a grant.

#### **15:3-7.8 AWARDING OF PARIS GRANTS**

- (a) In each grant cycle, PARIS grants shall be allocated according to a ranking of applications in a given grant cycle, subject to the availability of funds.
- (b) The ranking of applications shall be based on criteria established in N.J.A.C. 15:3-7.9.
- (c) The State Records Committee reserves the right to award less or more funding than requested.
- (d) The State Records Committee may award grants on a conditional or outright basis.
- (e) Grant decisions of the State Records Committee are final.

**15:3-7.9 CRITERIA FOR REVIEW AND RANKING OF APPLICATIONS**

(a) Within a given grant cycle, applications shall be reviewed and ranked on the basis of need and the following specific competitive evaluative criteria:

1. Soundness of the plan of work, including its timetable;
2. Qualifications or suitability of persons who will be paid with grant funds;
3. Appropriateness of the budget for the planned work;
4. Whether the applicant has satisfied each of the requirements for relevant project categories as identified in these rules and elaborated upon in the application and guidelines for PARIS grants;
5. Potential of the project to develop or enhance the management, storage, or preservation of records, rather than to support such on-going activities;
6. Demonstrated support for, and progress towards, developing a records management, storage or preservation program; and
7. Demonstration that the project will adhere to and meet all relevant standards and guidelines for the management, storage and preservation of the related records in accordance with Title 47 of the New Jersey State statutes and implementing rules.

**15:3-7.10 PRIORITY FOR FUNDING**

(a) DARM shall annually publish a notice in the New Jersey Register and post on the DARM website [www.njarchives.org](http://www.njarchives.org) a listing of the categories, subcategories, and specific projects that have been targeted for funding in a given grant cycle and an annual timetable for the grant cycle.

(b) DARM shall annually publish a public notice in the New Jersey Register and post on the DARM website a timetable for grant applications in a given grant cycle. The annual timetable shall include:

1. Application submission deadlines;
2. Notification of award dates;
3. Start dates of projects;
4. Completion dates of projects;
5. Interim report due dates, if any; and
6. Final report due dates.

**15:3-7.11 COMMENCEMENT OF PROJECT AND PAYMENT**

(a) Upon receipt of a grant award, payments shall be made based on the following schedule:

1. Up to 50 percent of total grant awarded after notification of approval of application and budget and receipt by DARM of resolution accepting grant award and executed contracts;
2. Additional funds up to 90 percent of total grant based upon estimates of need for funds to continue project and timely submission of any interim reports; and
3. Remainder of total grant awarded after submission of final report on project within approved project period.

**15:3-7.12 GRANT AMOUNTS AND DURATION**

- (a) The State Records Committee shall establish minimum and maximum amounts for PARIS 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](http://www.njarchives.org) and publish them in a public notice in the New Jersey Register.
- (b) Grants shall be for a period of not more than one year; however, applications for multi-year projects will be accepted and awarded on an annual basis, provided adequate progress on the project during the previous year of the grant cycle is demonstrated by the applicant.

**15:3-7.13 TERMINATION OF GRANTS**

- (a) Grant award recipients that fail to fulfill the terms of the grant will receive notice that their grant funding will be terminated.
- (b) Failure to complete all interim or final reporting or other requirements outlined in the grant award shall result in withholding of grant payments.
- (c) Grant award recipients shall have 30 days from the notice of termination to satisfy all terms of the notice of termination or remaining grant payments shall be withheld.
- (d) Grant award recipients not in good standing shall be ineligible to apply for other PARIS grants.