

Stephen M. Dalina

PROFESSIONAL EXPERIENCE

Rutgers University- Business Services

New Brunswick, New Jersey

Director 2017 -- Present

Assistant Director 2012 – 2017

Oversee and coordinate the management of University records and supporting information resources. Plan and establish policy and implement an effective University records and information management program:

- Provide leadership and expertise in implementing and maintaining an innovative and effective University records and information management program. Conduct on-site record surveys of University offices.
- Assure compliance with legal and regulatory requirements and all approved University policies related to records and information management.
- Oversee and coordinate records and information management services in cooperation with others across the University. This includes retrieval of inactive records monitoring the flow of information between offices and the records center.
- Provide consultation and outreach to university units and departments to assist them in understanding and meeting universitywide program requirements and standards.
- Review RIM program effectiveness by setting benchmarks and evaluating program performance. Analyze and evaluate records management throughout the company and recommend cost-effective improvement strategies; promote and champion systematic and efficient records/electronic records management initiatives.
- Participate in University wide committees which promulgate policy and procedures.

Rutgers University- School of Communication & Information

New Brunswick, New Jersey

Part-time Lecturer

2001 – Present

Responsible for teaching in the School of Communication, Information (SC&I). Developed course description and curriculum for “Records Management” 17:610:534 (both in class and online courses)

Rutgers University- University Archives

New Brunswick, New Jersey

University Records Management Coordinator

1997 – 2012

Develop and implement the records management program for the University (all 6 campuses). Contribute to the historical records program of the University by providing assistance with the establishment of initial controls of archival materials:

- Establish records retention schedules and supervise the disposition of University Records in all formats in consultation with University offices, insuring that records of permanent historical value are added to the University Archives.
- Develop and maintain a manual and website for University policies, procedures and regulations for records management, including state and federal statutes.
- Develop and provide education and training for University staff responsible for managing University records.
- Perform specialized retrieval of inactive records for University offices. Monitor flow of material between offices and the Record Center.

Other duties include

- Supervise Collections Manager Position
- Perform general public service duty at the Special Collections and University Archives reference desk.
- Assist the University Archivist with specialized reference on University history.

PROFESSIONAL EXPERIENCE - CONTINUED

Rutgers University – University Archives*New Brunswick, New Jersey****Collections Manager****1994 - 1997*

Duties include records management, library associate and archives management procedures.

Records Management: Assist University Archivist with on-site record surveys of university Offices.

Assign locations and monitor retention schedules for acquired material. Prepare material to be forwarded to designated locations. Provide specialized reports for retrieval and created database record for efficient control. Monitor the flow of material between university offices and the Archives. Prepare necessary forms for tracking activity.

Library Associate: Manage materials including manuscripts, rare books, University Archives, maps and New Jerseyana. Create and maintain finding aids. Prepare newly received collections for storage and shelving at three locations. Perform reference duties. Supervise and train student paging staff. Identify materials needing preservation treatment and perform preservation activities

New Jersey State Archives, New Jersey Newspaper Project*West Trenton, New Jersey****Supervisor/Field Representative****1990 – 1994*

Assisted project Director in identifying newspapers in need of preservation. Researched title histories.

Compiled research summaries and statistics for project Board of Directors. Acted as liaison between the Project and lending agencies and negotiated lending agreements. Performed advanced preservation/repair activities. Designed microfilm title targets on desktop publishing. Trained and supervised staff of eight.

Dalina's Tavern and Restaurant*Fords, New Jersey****Proprietor****-1999*

Assisted in running family owned business. Involved in all facets of managing a commercial/retail small business.

EDUCATION

Master of Library & Information Science
Rutgers University
June 1998

Bachelor of Arts
Rider University
May 1990
History

PROFESSIONAL AFFILIATIONS**Mid-Atlantic Region Archives Conference (MARAC)**

- Chaired “Exhibits: A Retrospective Perspective” panel at Fall 1997 MARAC Conference
- Elected member of Nominations and Elections Committee
- Co-chair of Spring 2000 Conference Local Arrangements Committee
- Committee Involvement –Steering, Finance, Development
- Workshop Instructor – Spring Conference 2008 (Scranton, PA)

ARMA International

- Northern New Jersey Chapter –Past President
- Northeast Region Coordinator 2004-2006
- Crossroads Theater Records Management consultant team
- Chapter “Member of the Year” 2004 and 2005
- Chapter Innovation Award 2009-2010

Caucus Archival Projects Evaluation Service (CAPES)**Public Archives and Records Infrastructure Support (PARIS) NJDARM – Grant Reviewer****SPECIAL SKILLS**

Public Speaking:

- Guest Lecturer at Rutgers University, School of Communication and Information—
 - “Archives and Manuscripts” 17:610:533
 - “Conservation and Preservation” 17:610:557
- Rider University History Department Career Nite Speaker and student mentor.
- Princeton Preservation Group Program – “Micrographics and the NJNP”
- *Great Expectations* – NJDARM Conference – “Marketing RIM Programs” - 10/2008
- North Jersey Chapter of ARMA – “The State of Records Management at RU”
- ARMA ISG Conference Atlanta 2001 – “Starting a Records Management Program”
- County Archives and Records Management Association (CARMA) Seminar – 3/2003
- National Freedom of Information Coalition Annual Conference – 5/2004 Panelist
“ROUNDTABLE: CHALLENGES OF RECORD MANAGEMENT & BEST PRACTICES”

Publications:

- Editorial Advisory Board - Ethics for Records and Information Management, Norman Mooradian, ALA Neal-Schuman 2018
- Book Reviews Published in New Library Scene Fall 1996 and Mid-Atlantic Archivist Summer 1996
- ARMA News Editor 2003-2005
- Encyclopedia New Jersey (2004) - “Middlesex County”, “Monroe Township”, “East Brunswick”

CIVIC ACTIVITIES/EMPLOYMENT

Township of Monroe (Middlesex County)

Monroe Twp, New Jersey

Council Member

2012-Present

Elected official to the township governing body. Oversee \$60 million annual budget process. Craft and vote on township ordinances and resolutions. Participate in township wide committees and boards.

- Monroe Township Mayor (2021-Present)
- Monroe Township Council (2012 – 2020)
 - Council President (2017 -- 2020)
 - Mayor’s representative – Library Board of Trustees
 - Liaison – Recreation Advisory Board
 - Liaison – Citizens Review Board
 - Liaison – Youth Advisory Committee
 - Chair – Affordable Housing Committee
 - Chair – Master Plan Review Committee
- Monroe Township Zoning Board of Adjustment (2002 – 2011)
 - Vice-Chair (2009 - 2010)
 - Chair (2011)
- Monroe Township Recreation Advisory Board
 - Chair (2009 –2011)
- Monroe Township Baseball Association Executive Board (2005—2010)
 - League President (2007-2008)
- Monroe Township Community Service Award - 2008
- Rutgers Club
 - President (2005-2010)

References furnished upon request.
