

## **What is CORA?**

In recent years, the City of Camden Municipal Clerk's Office and its division of Records Management successfully gained funding to purchase and install a ground breaking technology known as document imaging.

Document imaging converts paper and other forms of documents and records - hard copy or electronic copy, such as Word files, Excel spreadsheets or databases - into digital images which can be secured and contained within an electronic library.

Document imaging is an efficient and effective tool, allowing users to specify where and how documents and records can be stored and retrieved. Electronic documents enable users to remotely access documents which they are permitted to, while securitizing access to documents and greatly protecting against any potential loss due to fires, floods or misplacement.

The City of Camden is among the first in the State of New Jersey to introduce its NJDARM (New Jersey Division of Archives and Records Management) State certified system / process for public access.

This entire effort was made possible by the generous financial support from the New Jersey Division of Archives and Records Management by way of the highly competitive PARIS Grant program, and (following grant awarding) was developed and purchased in partnership with the corporate consortium of the Ricoh Corporation, DocStar and Imagenet Inc. and is supported by the unfailing diligence and dedication of the City of Camden IT Division.

### **Selected Tips for Using CORA (Camden Online Records Access)**

To help you better utilize CORA, we offer some basic tips and suggestions (feel free, however, to search the system as you so see fit).

You can reference the CORA Help screen by clicking on the 'Help' button as well as the 'Help' tab located on the CORA log on screen toward the left side. You can also, toward the top of the screen, select whether or not you wish to view file and documents, or folders where files and documents are held; depending upon what you seek, this can make your search much more productive.

Please note: On the access screen toward the bottom that there is the 'Word or Phrase' section; here is where you enter the information you are seeking.

For **Resolutions**, you can enter the:

Specific year and resolution number OR

Vendor name OR

Grant or Program Name OR

Department Receiving Funding OR

Names of individuals involved.

For **Ordinances**, you can enter the:

The action undertaken (i.e., "Handicapped" for Handicapped Parking); OR

Location (such as address and/or street name) OR

Names of individuals involved OR

Names of Entities involved.

For **Contracts**, you can enter the:

Contract number OR

Name of vendor OR

Municipal Department.

To view **building plans** or proposed construction of public facilities, enter the word Plans...and the specific project name you are searching for.

**All print requests can be made through completion and submission of the Print Request Form to Municipal Clerk personnel. Charges for copies / prints will be in accordance with state guidelines of \$.75 per page for 1st 10 pages, followed by \$.50 per page for 11 to 20 pages and \$.25 per for each page thereafter.**

**Please do not hesitate to contact the Municipal Clerk's Office at 856.757.7223 if you have any questions or concerns.**