What is CORA Connect?

User Name: coraconnect@ci.camden.nj.us

Password: CORA123*

Important Notes:

By clicking the CORA Connect Access link you will be automatically brought to the City of Camden's public access portal. This allows you to search and retrieve public government documents like resolutions and ordinances. If you are trying to do more than simply view these documents, such as printing, saving a copy, emailing etc. please log in with the above user name and password. You need to be logged in in order to perform any actions other than viewing. If you have any questions feel free to contact Patrice McCarthy, Records Manager at pamccart@ci.camden.nj.us.

History:

In 2008 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 was 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 Connect:

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 upper right side. You can also find helpful hints in our training videos listed within a folder entitled RMU & Docstar Training on the left-

hand side under the inbox section. To search go to the retrieve tab at the top of the screen. Once in the retrieve section you can make your search narrow of more broad depending on the amount of information you are searching with. You can narrow your search to look within certain content types and add multiple layers of search field criteria. 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.

Once you locate the specific document you are looking for, if you would like to save a copy for your own records go to the Actions tab at the top left hand side of the document. You will be provided with a dropdown list of actions that can be performed. If you are having a hard time locating a specific document or having issues with the system please do not hesitate to contact the Municipal Clerk's Office Records Management Unit at 856.757.7049. Thank you.