



AGENDA
STATE RECORDS COMMITTEE
April 16, 2015
10:00AM

Location: New Jersey State Records Center Conference Room
2300 Stuyvesant Avenue
Trenton, NJ 08625-0661
www.nj.gov/treasury/revenue/rms/directions.shtml

Announcement of Open Public Meeting
Review of July 17, 2014, September 18, 2014, and December 18, 2014 minutes.
Reading of January 15, 2015 minutes.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorization:

1. Routine Request: #85-264 - #85-687
2. Artemis Request: #518235 - #519470

B. Records Management:

Report to the State Records Committee: (None)

C. Image Processing System Certification:

Report to the State Records Committee: (See Attached)

II. IMAGING CERTIFICATION:

- A. Borough of Middlesex - Provided by Vllirie Perry

III. OLD BUSINESS:

- A. Image Certifications: None
- B. Retention Schedules: None
- C. Special Request and Authorization for Records Disposal: None
- D. Other: (None)

IV. NEW BUSINESS:

- A. Records Retention Schedules: See Attached

Treasury- Presented by Marcella Giordano

Risk Management - S822200-002

8. Special Request and Authorization for Records Disposal: None

V. OTHER BUSINESS: None



MINUTES
STATE RECORDS COMMITTEE
April 16, 2015

Michael J. Tyger, Secretary, called the 416th meeting of the State Records Committee to order at 10:05 a.m. on the above date. He stated that notice of the meeting had been posted in the Secretary of State's Office and published in the state's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

Mr. Tyger stated that there is a quorum with all members represented except for the representative from Department of Community Affairs who was on her way and joined the meeting in progress.

ATTENDANCE:

SRC: Division of Local Government Services, Erin Mallon Knoedler, designee
Attorney General, Donald Palombi, designee
State Treasurer, Michael Tyger, designee
State Auditor, William Robinson, designee
State Archives, Joseph Klett

Staff: Sharon Allen, Technical Assistant II, Records Management Services
John Berry, Records Analyst I, Records Management Services
Nichole Carthan, Records Manager, Records Management Services
Vilirie D. Perry, Records Analyst I, Records Management Services
Irwin Nadel, Chief of Operations, Records Management Services
James Jenkins, Data Entry Machine Operator III, Records Management Services
Marcella Giordano, Records Analyst II, Records Management Services
Baljinder Pannu, Data Entry Operator, Records Management Services
Marcella Campbell, Technical Assistant I, Treasury
Virma Guzman-Reyes, Head Audit Account Clerk, Records Management Services
Ellen Callahan, NJ State Archives, Department of State

Other: Lauren Wiley, Mercer County Records Management
Patrice McCarthy, Camden City
Joe Brigandi, Michelle Everly, Gloucester County Clerk's Office
Mary McNamara, Treasury, Risk Management
Christina Napolitano, Maria Lisa Bazela, Bergen County Clerk's Office

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

The January 15, 2015 minutes were approved. Also the minutes of July 17, 2014, September 18, 2014, and December 18, 2014 which required revision were updated and approved at this meeting.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorizations:

- 1. Secretary Tyger announced the approval of routine hardcopy request for disposal of public Records: #85-264 - #85-687**
- 2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #518235 - #519470**

B. Records Management:

Report to the State Records Committee: (None)

C. Imaging Processing System Certification:

Report to the State Records Committee: (See Attached)

II. IMAGING CERTIFICATION:

- A. Borough of Middlesex – Borough of Middlesex proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey/CNA Services will produce their archival microfilm, by way of Hudson Community Enterprises. As recommended by the certifying Records Analyst, Vilirie Perry, the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification #15041601-MF)**

III. OLD BUSINESS:

- A. Image Certifications – (None)**
- B. Retention Schedules – (None)**
- C. Special Request and Authorization for Records Disposal - (None)**
- D. Other - (None)**

IV. NEW BUSINESS:

- A. **Records Retention Schedules:** See Attached
Treasury – Presented by Marcella Giordano
Risk Management – S822200-002 – Approved without changes.

V. OTHER BUSINESS:

1. Mr. Klett stated that on January 27, 2015 the Township of Toms River rescinded their previous Resolution to donate Veterans' Discharge Papers to the National Archives. The Township will keep the original records and State Archives will microfilm the records and maintain a copy.
2. Mr. Klett stated, regarding N.J.A.C Title 15 regulations, Archives would like to review with the Division of Revenue and Enterprise Services (DORES) what procedural safeguards are in place relative to the retention of permanent records and ensuring that archival review takes place whenever the retention schedule calls for it. He suggested that the implementation of Artemis for State agencies provides an opportunity to review relevant processes. Mr. Nadel, of DORES, indicated that he fully supports the idea and looks forward to future meetings with Archives.

There being no other business, the Committee adjourned at 10:30 am.


Michael Tyger
Secretary
State Records Committee