STATE OF NEW JERSEY

STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.530.3200
www.treas.state.nj.us

AGENDA
STATE RECORDS COMMITTEE
March 21, 2013
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
Reading of the January 24, and February 21, 2013 minutes

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorization:

1. **Routine Request: #81-379 - #81-756 (exceptions to series 81 numbers 452, 489, 493, 494, 501, 510, 516, 517, 521, 524, 541, 589, 594, 615, 665, 682, 723, 725, 726, 731, 732, 737, 741, 742, 745 and 748)**
2. **Artemis Request: #510463 - #511356**

B. Records Management
Report to the State Records Committee: (See attached)

C. Image Processing System Certification:
Report to the State Records Committee (See attached)

II. IMAGING CERTIFICATION:

A. Upper Freehold Regional School District
B. Greater Egg Harbor Regional High School District
C. Egg Harbor Township Board of Education
D. Burlington County Special Services School District
E. Burlington County Institute of Technology
F. East Windsor Regional School District
G. Cliffside Park Board of Education
H. Borough of Franklin Lakes

III. OLD BUSINESS

A. Image Certifications: None

B. Retention Schedules: None

C. Request and Authorization for Records Disposal: None

D. Other: None

IV. NEW BUSINESS

A. Records Retention Schedules: None

B. Special Request and Authorization for Records Disposal: None

V. OTHER BUSINESS: None

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MINUTES
STATE RECORDS COMMITTEE
March 21, 2013

Michael J. Tyger, Secretary, called the 403rd meeting of the State Records Committee to order at 10:06 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.

ATTENDANCE:

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

Staff: Sharon Allen, Technical Assistant, II, Records Management Services
Robert Benco, Chief of Operations, Records Management Services
Kathryn Cornell, Program Technician, Records Management Services
Barbara Goszka, Acting Deputy Manager for Records Management and Imaging Services, Records Management Services
Maureen Hedden, Administrative Analyst II, Records Management Services
Ellen Callahan, NJ Archives, Department of State

Other: Deputy Attorney General, Lisa Dorio Ruch (who will replace Robert Strang as the designee of the Attorney General for future SRC meetings)

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:
Upon motion, seconded, the Committee voted to approve the January 24, 2013 minutes five (5) yes, none (0) no, and none (0) abstentions.

During the review of the February 21, 2013 meeting minutes the following changes were noted; In paragraph 3 of Old Business: E Other, #1 should read "Mr. Strang also noted that the electronic archives should be designed with search capability and the means to access and retrieve records for legal requirements and research will be

very important". The last sentence of Old Business: E Other, #2 should read "(f) Delete the erroneous text]he certification unless an agency fulfills this requirement.]".

Under Other Business: #1, b. paragraph 3, second sentence should read "The 2017 date is established *by* statute and is thought to have been selected to allow time for implementation".

Upon motion, seconded, the Committee voted to approve the February 21, 2013 minutes five (5) yes, none (0) no, and none (0) abstentions.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorization:

1. **Secretary Tyger announced the approval of routine hardcopy requests for disposal of public records: #81-379 - #81-756 with exceptions of 452, 489, 493, 494, 501, 510, 516, 517, 521, 524, 541, 589, 594, 615, 665, 682, 723, 725, 726, 731, 732, 737, 741, 742, 745, and 748**
2. **Secretary Tyger also announced the approval of routine online Artemis requests for disposal of public records - #510463 - #511356**

B. Records Management Report: Mr. Strang questioned whether the type of change was an addition to the schedule for the Department of Community Affairs, Division of Local Government Services, Local Finance Board, S220303, records series 0001-0005. Erin Mallon Knoedler responded that it is only an addition to the description but does not affect the retention schedule.

C. Image Processing System Certification Report: Mr. Tyger questioned Ms. Goszka if there would be a lot of "clouding" as in the amendment description for Woodbridge Fire Department, Server is Cloud-based. Ms. Goszka responded yes and that she and Mr. Benco have spoken to James Fruscione in reference to this and he has addressed this in the revised Records Manual. This manual should be available by the end of next month for review. Joseph Klett asked about Burlington County College's amendment description Offending command when printing. Ms. Goszka said that she would speak to Argean Cook in reference to the description and Mr. Tyger asked that it be eliminated from the final report if not required or meaningful.

II. IMAGING CERTIFICATION:

A. Upper Freehold Regional School District – Upper Freehold Regional School District proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Barbara Goszka stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13032101-MF)

B. Greater Egg Harbor Regional High School District – Greater Egg Harbor Regional School District proposed an imaging system. AccuScan Digital Archival Solutions is the vendor.

DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Barbara Goszka stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13032102-MF)

C. **Egg Harbor Township Board of Education -** Egg Harbor Regional School District proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Barbara Goszka stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13032103-MF)

D. **Burlington County Special Services School District** – Burlington County Special Services School District proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Barbara Goszka stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13032104-MF)

E. **Burlington County Institute of Technology** – Burlington County Institute of Technology proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Barbara Goszka stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13032105-MF)

F. **East Windsor Regional School District** – East Windsor Regional School District proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Barbara Goszka stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13032106-MF)

G. **Cliffside Park Board of Education District** – Cliffside Park Board of Education District proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Barbara Goszka stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13032107-MF)

H. **Borough of Franklin Lakes District** – Borough of Franklin Lakes District proposed an imaging system. General Code is the vendor. Paper will serve as the eye-readable back-up. Barbara Goszka stated that the system meets all of the requirements for certification. Mr. Strang questioned the retention verbage for record series Petition File – Referendum and Repeal, Search File – Certificate Non-Exempt Fireman, and Budget File - Copy Files with County. The retention for Petition File – Referendum and Repeal is 5 years after submission, the retention for Search File – Certificate

Non-Exempt Fireman is 6 years after termination of employment or age 85, whichever is sooner and the retention for Budget File – Copy Files With County is 2 years provided no litigation on tax levy or rate. Mr. Benco and Ms. Goszka will review these retention descriptions against the actual schedules to see if the descriptions on this certification should be changed to mirror the retention schedules or if a clarification to the retention schedules themselves may be required. However, the series description changes do not impact on approval of the imaging system. As such, upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13032108-MF).

III. OLD BUSINESS:

A. **Image Certifications:** None
B. **Retention Schedules:** None
C. **Request and Authorization for Records Disposal:** None
D. **PARIS Grants and Records DIRECT Programs:** None
E. **Other:** None

IV. NEW BUSINESS:

A. **Records Retention Schedules:** None
B. **Special Request and Authorization for Records Disposal:** None

V. OTHER BUSINESS:

Mr. Strang introduced Lisa Dorio Ruch, Deputy Attorney General who will be taking over his SRC assignment starting with the May 16, 2013 SRC meeting as designee. Donald M. Palombi will be Ms. Ruch's alternate if she is not able to attend a meeting. Ms. Ruch was welcomed by staff and members and was offered help in her involvement as well as supplying background information and/or tours.

Mr. Tyger stated it was a pleasure to be on the committee with Mr. Strang and stressed how Bob's knowledge, diligence, dedication, expertise, and thorough review and sound advice has always been greatly appreciated. Mr. Tyger also said that he looks forward to working with Ms. Ruch.

There being no other business, Mr. Strang made a motion to adjourn the meeting, which was seconded, and the Committee voted unanimously to adjourn the meeting at 10:40 am.

Michael Tyger
Secretary
State Records Committee