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
September 19, 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 July 18, 2013 minutes

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorization:
1. **Routine Request: #82-093 - #82-288 (exception to series 82 number 238)**
2. **Artemis Request: #512614 - #513161**

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

II. IMAGING CERTIFICATION:

A. Central Regional School District
B. Delaware Valley Regional High School
C. Pittsgrove Township Public Schools
D. Hackettstown Public School District
E. Lawrence Township Public Schools
F. Linden Public Schools
G. Metuchen Board of Education
H. Sussex County Technical School
I. Rowan University School of Osteopathic Medicine

III. OLD BUSINESS:

A. Image Certifications: None

B. Retention Schedules: None

C. Special Request and Authorization for Records Disposal: None

D. Other:
Findings and recommendations will be presented by Ms. Goszka to the Committee in reference to updating the SRC Website with the minutes that are not currently on-line.

IV. NEW BUSINESS:

A. Records Retention Schedules:
Motor Vehicle Commission – prepared by Vilirie Perry
Inspection Services – Commercial Bus/School Bus/Specialty Inspections – S795001 – Items 0001-0000, 0002-0000, 0004-0000, 0005-0000, 0006-0000, 0007-0000, 0009-0000, 0012-0000, 0013-0000, 0014-0000

B. Special Request and Authorization for Records Disposal: None

V. OTHER BUSINESS: None

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MINUTES
STATE RECORDS COMMITTEE
September 19, 2013

Michael J. Tyger, Secretary, called the 406th meeting of the State Records Committee to order at 10:00 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 we have a quorum with all members present except the representative of the Department of Community Affairs who was not able to attend the meeting. He also mentioned that this was the next to the last meeting for the calendar year. The next meeting will be held on December 12, 2013.

ATTENDANCE:

SRC: Attorney General, Lisa Dorio Ruch, designee
State Auditor, William Robinson, designee
State Treasurer, Michael Tyger, designee
State Archives, Joseph Klett

Staff: Stephen Crescenzi, Chief of Operations, DORES
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
Vilirie Perry, Records Analyst 1, Records Management Services
Beth Whetstone, Supervisor, Records Management, Records Management Services
Ellen Callahan, NJ Archives, Department of State

Other: Saida Jeudy, Jonathan Klama, Brielle Mills, Prerna Mukhija, Motor Vehicle Commission
Karyn Gordon and Mary Patterson from Superior Court

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:
Upon motion, seconded, the Committee voted to approve the July 18, 2013 minutes four (4) yes, none (0) no, and none (0) no 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: #82-093 - #82-288 (exception of series 82 number 238)**
2. **Secretary Tyger also announced the approval of routine online Artemis requests for disposal of public records - #512614 - #513161**

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

Mr. Tyger announced that these are fairly routine actions. Mike Tyger noticed that there were additions of record series from the Township of North Brunswick Police Department. In the past, there were problems with Police Departments participating in imaging systems because of confidentiality issues, so Mr. Tyger noted that it was nice to see the addition of record series from a local police department.

II. IMAGING CERTIFICATION:

A. Central Regional School District – Central 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 # 13091901-MF)

B. Delaware Valley Regional High School – Delaware Valley Regional High School 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 # 13091902-MF)

C. Pittsgrove Township Public Schools – Pittsgrove Township Public Schools 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 # 13091903-MF)

D. Hackettstown Public School District – Hackettstown Public 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 # 13091904-MF)

E. **Lawrence Township Public Schools** – Lawrence Township Public Schools 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 # 13091905-MF)

F. **Linden Public Schools** – Linden Public Schools 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 # 13091906-MF)

G. **Metuchen Board of Education** – Metuchen Board of Education proposed an imaging system. AccuScan Digital Archival is the vendor. DORES will produce their archival 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 # 13091907-MF)

H. **Sussex County Technical School** – Sussex County Technical School proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival 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 # 13091908-MF)

I. **Rowan University School of Osteopathic Medicine** – Rowan University proposed an imaging system for their School of Osteopathic Medicine. GE Healthcare Technologies is the vendor. The paper documents will serve as the eye-readable back-up. 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 # 13091909-NM)

Ms. Goszka informed the committee that Rowan University of Osteopathic Medicine is moving towards going fully-electronic and that GE Healthcare Technologies specializes in health care and medical records systems. Mr. Tyger asked if this was a first for New Jersey or perhaps a first for an even wider scope than our State. Ms. Goszka confirmed that it was the first approval of a medical records system for New Jersey and that it may be a first on an even wider scale. Mr. Tyger suggested that we use this as a best practice or template for people to follow if the system is successful, and perhaps keep an eye on this system for some positive publicity regarding a best practice model. Barbara Goszka will recommend this to Division of Revenue and Enterprise Services Director James Fruscione.

III. OLD BUSINESS:

A. Image Certifications: None

B. Retention Schedules: None

Mr. Tyger provided everyone with a copy of the attached correspondence, dated September 11, that he received from Inspector General, Johanna Barba Jones from the Department of Transportation. The letter was an update on the progress DOT has made in answering the 32 questions posed by the State Archives pertaining to the retention schedule approved at the July 18th SRC meeting. Joseph Klett and Ellen Callahan from the State Archives are happy with the progress in answering the questions and Archives staff gave Ms. Jones a tour of the State Archives which provided her a better understanding of how the State Archives operates. DOT has resolved 12 of the 32 questions or 37.5%. Mr. Tyger stated that meetings are continuing, and that DOT is working through the questions with each of their internal operating units. The Committee reviewed the correspondence and a motion was made and seconded that the Committee will accept the report and is expecting an updated report or resolution to the rest of the questions by the next SRC meeting which is scheduled for December 12, 2013.

C. Special Request and Authorization for Records Disposal: None

D. Other:

Ms. Goszka provided her findings and recommendations in reference to updating the SRC Website with Minutes from previous meetings. The Committee was notified that as of today (September19) changes have been made and the web will reflect all approved minutes back to November, 2010. Once new minutes are approved (for example the July 19th minutes approved at this meeting) they will be posted on the Internet.

IV. NEW BUSINESS:

A. Records Retention Schedules:

1. Motor Vehicle Commission – prepared by Vilirie Perry
   Inspection Services – Commercial Bus/School Bus/Specialty Inspections - S795001 – Items 0001-0000, 0002-0000, 0004-0000, 0005-0001, 0006-0000, 0007-0000, 0009-0000, 0012-0000, 0013-0000, 0014-0000. The schedule was approved with a condition that item 0013-000 be clarified to explain the meaning of the term "base sticker" or to eliminate the reference to a base sticker if that language was not necessary. After further review by Records Management staff and MVC, the approved schedule will include the deletion of the word *inspected* from the description and change the retention period from 2 yrs from date of base sticker to *2 yrs from the date of inspection*. Also, the reference to retention being governed by administrative code in the "Record Title and Description" column was found to be incorrect. The sentence "Retention is governed by NJAC 13:20-30.3(e)" should be deleted from the final approved schedule.

B. Special Request and Authorization for Records Disposal: None

C. OTHER BUSINESS: None

Mr. Tyger and Mr. Klett provided an update on Electronic Archives. Mr. Klett said that he met with the Assistant Secretary of State and that the Department of State was preparing a justification for a budget item. Part of the proposal was for personnel and training in the amount of $250,000. Mr. Tyger said that he spoke to staff from OMB, and the assigned budget analysts are now aware of the SRC endorsement of Electronic Archives and are hope that this project will be given be consideration as part of upcoming proposals for the FY 15 budget. Mr. Tyger also suggested that even without the funding for staff with Electronic Archives expertise, it still seemed prudent to form a working group and have staff from the State Archives, Records Management, OTT and OIT meet to come up with some ideas on the scope and general design of an Electronic Archive project. Mr. Klett agreed with the idea of a working group, and Mr. Tyger expects that can be kicked off prior to the next SRC meeting.

Ms. Goszka provided the Committee Members with the dates of the upcoming 2014 SRC Meetings. The members agreed that a meeting will be held every other month with dates for emergency or special meetings, on the off-months, if needed. A list of the meeting dates is attached.

There being no other business, the Committee adjourned at 10:52 am.

Michael Tyger
Secretary
State Records Committee