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
July 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

I. Review of May 21, 2015 minutes

II. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
1. Routine Request: #86-019 - #86-269
2. Artemis Request: #520248 - #522087

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

C. Image Processing System Amendments / Annual Reviews:
Report to the State Records Committee (See Attached)

III. Old Business:

A. Special Request and Authorization for Disposal of Damaged Records:
1. **Old Bridge Library** – Presented by Vilirie Perry

IV. Imaging Certification:

A. Borough of Ship Bottom - Marcella Giordano
B. Clearview Regional High School - Vilirie Perry
C. Ridgewood Public Schools – Vilirie Perry

V. Records Retention:

A. Records Retention Schedules: (See Attached)

Community Affairs – Presented by Nichole Carthan
Local Government Services, Local Finance Board (DCA) - S220303–004 Item 0002-0000
Department of Health - Presented by John Berry
Division of HIV, STD and TB Services, Bureau of Tuberculosis Control – S461310-001
County Agency General Schedule (Video Surveillance Recordings) – Presented by Nichole Carthan & Vilirie Perry – C820000-010 Item 0706-0000
Municipal Agency General Schedule (Video Surveillance Recordings) – Presented by Nichole Carthan & Vilirie Perry – M100000-009 Item 0706-0000
State General Schedule (Video Surveillance Recordings) – Presented by Nichole Carthan & Vilirie Perry – G100000-007 Item 2100-0000

VI. Other Business: (See Attached)

A. New Rules Changes for Public Records Management

STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

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MINUTES
STATE RECORDS COMMITTEE
May 21, 2015

Michael J. Tyger, Secretary, called the 417th meeting of the State Records Committee to order at 10:15 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 representatives from Department of Community Affairs and Department of Law and Public Safety. Mr. Tyger also indicated that if necessary the DAG is available by telephone for legal questions.

ATTENDANCE:

SRC: 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 1, 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 1, Treasury
Virma Guzman-Reyes, Head Audit Account Clerk, Records Management Services

Other: Lauren Wiley, Mercer County Records Management
Greg DeTommaso, Foveonics Imaging
Rajashree Dixit, Sgt. Richard Vizzi, Monmouth County Sheriff's Office,
Christina Napolitano, Maria Lisa Bazela, Bergen County Clerk's Office

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:
Upon motion, seconded, the Committee voted to approve the April 16, 2015 minutes three (3) yes, none (0) no with changes to the two items under other business to read:

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.

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**: #85-688 - #86-018
2. **Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records:** #519471 - #520247

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

C. Imaging Processing System Certification:
Report to the State Records Committee: (See Attached) There was discussion regarding providing a more detailed explanation of amendments in future reports.

II. IMAGING CERTIFICATION:

A. **Berlin Township Public Schools** - Berlin Township Public Schools proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey 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 #15052103-MF)

B. **Franklin Township Public School District** - Franklin Township Public School District proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Hudson Community

Enterprises will produce their archival microfilm. 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 #15052101-MF)

C. **Mansfield Township School District** - Mansfield Township School District proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Hudson Community Enterprises will produce their archival microfilm. 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 #15052102-MF)

D. **Monmouth County Sherriff's Office** - Monmouth County Sheriff's Office proposes an in- house imaging system. Solutions II, Spillman Technologies developed the application and Monmouth County Sheriff's Office will be responsible for the scanning operations. The paper documents will serve as the eye-readable back-up. As recommended by the certifying Records Analyst, Marcella Giordano, the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification #15052104-MF)

III. NEW BUSINESS:

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

B. Special Request and Authorization for Records Disposal:
Old Bridge Library - Damaged Records - This request was approved with the condition that some samples of the records be documented with photographs upon removal for destruction and that it is clear that Old Bridge Library is required to recreate records as described in their damaged records disposal request.

V. OTHER BUSINESS:

Mr. Tyger noted that there will be minor changes to the format on the Agenda to make it simpler and easier to read. Mr. Tyger thanked Records Management Services for their suggestions regarding changes to the format of the Agenda. Mr. Tyger stated that in order to group things more cleanly, the 3rd category, 'New Business' on the Agenda is being considered to be called 'Records Retention'. Mr. Tyger also stated that further updates will be forthcoming regarding the format of the Agenda.

There being no other business, the Committee adjourned at 10:50 am.

Michael Tyger
Secretary
State Records Committee

Records Management Unit

Administrative Actions

State Records Committee, 7/16/2015

1. New Jersey Department of Transportation

New Jersey Department of Transportation (D.O.T.) retention schedule agency number was changed from S871000 to S870000. This change keeps (D.O.T.) consistent with the coding scheme of Agencies and Divisions within the Artemis System. This administrative change will ensure that the details below are reflected in the agency's files.

Agency Level Amendments

Former Agency Number	S871000
Current Agency Name (Department/Division/Bureau)	New Jersey Department of Transportation
Current Agency Number	S870000

Imaging Administrative Actions SRC July 16, 2015					
Administrative Action Type	**Certification #**	**Agency**	**Amendment Type**	**Amendment Description**	**Vendor (if Applicable)**
Annual Review and Amendment: James Jenkins	03051501-MF	Township of Brick Municipal Utilities Authority, Accounting	Upgrade of Disaster Recovery Plan, New/Upgrade of Hardware, Added Records Series	Upgrade includes name of responsible individuals, site of archival (monthly) tape storage, change in legal custodian of records. Upgrade of hardware to Dell Power Edge R620 and Dell N4032. Added records series; Customer Ledger Cards/ Finance/Customer Service (0104-0000) and Utility Bills (1202-0000)	
Annual Review and Amendment: Marcella Giordano	09101516-NM	Borough of Oceanport	Other	Going from No Microfilm to Microfilm back-up (certificate re-issued)	
Annual Review and Amendment: Marcella Giordano	11051907-NM	Township of South Orange Village	Other	Upgrade to a new version of Laserfische	
Annual Review and Amendment: Vilirie Perry	11072107-MF	Millville Board of Education	Added Records Series	Added records; agency number M700101 schedule 001, M700103 schedule 001, M700105 schedule 001, M700106 schedule 001	
Annual Review: Vilirie Perry	10121601-MF	Maple Shade School District			

State of New Jersey

CHRIS CHRISTIE
Governor
KIM GUADAGNO
Lt. Governor

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND
ENTERPRISE SERVICES
P.O. BOX 661
TRENTON, NJ 08625-0661

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

Special Request and Authorization for Disposal of Damaged Records

TO: State Records Committee

FROM: Vilirie D. Perry

DATE: July 16, 2015

SUBJECT: Special Conditions required before final authorization of Old Bridge Library's request for disposal of damaged records

On May 21, 2015 the Old Bridge Library, Old Bridge, NJ requested a Special Request and Authorization for Disposal of Damaged Records, to the State Records Committee (SRC). The Committee reviewed the request. It was brought to the SRC attention that several of the damaged records had not met their required retention period. After deliberations the Committee agreed to authorize the request provided that special conditions must be met.

The special conditions consisted of:

1) Pictures of damage records must be available.
2) Records (Audit reports and Bank statements) that have not met their retention period must be reconstructed and a sample must be presented as best evidence.

Please find attached the required special conditions for your review and satisfaction.

BAKER & TAYLOR

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Public Funds - Now Account

Account number: 102555

Account Balance Summary

Beginning Balance on 11-30	$6,224.95
Deposits and other credits (+)	$226,430.34
Withdrawals, checks and other debits (-)	$224,563.40
Ending Balance on 12-30	$8,091.89

Deposits and Other Credits

Date	Description	Amount
12-01	FROM 280006859	967.41
12-02	DEPOSIT	3,560.22
12-13	DEPOSIT	52,056.10
12-13	TRANSFER FROM 102652	524.50
12-23	TRANSFER FROM 158631 TO CORRECT 12/2/11 ERROR	117,754.45
12-28	DEPOSIT	51,566.67
12-30	INTEREST	0.99

Checks

Check #	Date	Amount
32128*	12-01	63.00
32130*	12-02	70.53
32155*	12-16	48.96
32170	12-05	4.21
32171	12-27	72.62
32172	12-22	73.97
32173*	12-22	12,326.57
32175	12-20	63.00
32176	12-21	456.95
32177	12-19	1,123.00
32178	12-20	173.39
32179	12-22	80.75
32180	12-21	33.43
32181	12-20	9,428.30
32182	12-19	831.60
32183	12-22	606.91
32184	12-22	380.87
32185	12-23	105.00
32186*	12-20	2,934.00
32188	12-20	7,086.87
32189	12-27	3,511.60
32190	12-20	342.83
32191	12-21	56.06
32192	12-23	967.41
32193	12-15	164.21
32194	12-15	18.00
32195	12-19	723.77
32196	12-21	198.00
32197*	12-21	349.40
32199	12-27	1,111.42
32200	12-19	43.57
32201	12-20	483.35
32202*	12-22	146.70
32204	12-16	72,979.95
32205	12-23	73.45
32206	12-20	242.55
32207	12-13	34,838.47
32208	12-13	13,530.65
32209	12-13	3,686.98
32210	12-19	4.21
32211	12-28	38,472.00
32212	12-28	9,420.33
32213	12-28	3,674.34

*Indicates a gap in check number sequence

OLD BRIDGE PUBLIC LIBRARY

Public Funds - Now Account

Account number: 102555

Withdrawals and Other Debits

Date	Description	Amount	Date	Description	Amount
12-23	TRANSFER TO 158631 TO CORRECT 12/2/11 ERROR	3,560 22			

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Public Funds - Now Account

Account number: 102555

Account Balance Summary

Beginning Balance on 10-31	$6,038.11
Deposits and other credits (+)	$239,264.53
Withdrawals, checks and other debits (-)	$239,077.69
Ending Balance on 11-30	$6,224.95

Deposits and Other Credits

Date	Description	Amount	Date	Description	Amount
11-01	DEPOSIT	52,453.12	11-15	TRANSFER FROM 102652	524.50
11-03	DEPOSIT	79,417.63	11-29	DEPOSIT	52,204.84
11-15	DEPOSIT	54,660.09	11-30	INTEREST	4.35

Checks

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
32120	11-01	35,147.94	32138	11-18	1,130.00	32154*	11-17	286.50
32121	11-01	13,589.81	32139	11-18	303.16	32156	11-10	39,864.53
32122	11-01	3,715.37	32140	11-15	257.36	32157	11-17	11.94
32123	11-07	3.58	32141	11-15	1,252.39	32158	11-15	242.43
32124	11-15	164.95	32142	11-15	50.00	32159	11-21	23.00
32125	11-14	163.88	32143	11-10	327.71	32160	11-15	760.50
32126	11-21	17,363.82	32144	11-10	62.99	32161	11-15	429.60
32127*	11-21	219.90	32145	11-21	153.99	32162	11-15	36,635.47
32129*	11-15	585.71	32146	11-15	1,800.00	32163	11-15	14,152.60
32131	11-16	112.00	32147	11-15	199.00	32164	11-15	3,872.02
32132	11-17	90.00	32148	11-16	356.21	32165	11-22	3.58
32133	11-14	602.10	32149	11-15	362.40	32166	11-29	34,853.90
32134	11-21	869.88	32150	11-17	1,649.89	32167	11-29	13,653.40
32135	11-18	880.62	32151	11-15	507.78	32168	11-29	3,697.54
32136	11-15	622.60	32152	11-18	300.00			
32137	11-15	7,664.15	32153	11-15	81.49			

*Indicates a gap in check number sequence

019 001 0-030-000-00000047

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Public Funds - Now Account

Account number: 102555

Account Balance Summary

Beginning Balance on 09-30	$6,265.05
Deposits and other credits (+)	$202,356.88
Withdrawals, checks and other debits (-)	$202,583.82
Ending Balance on 10-31	$6,038.11

Deposits and Other Credits

Date	Description	Amount
10-04	DEPOSIT	53,421.97
10-04	DEPOSIT	96,067.80
10-18	DEPOSIT	52,336.75
10-18	TRANSFER FROM 102652	524.50
10-31	INTEREST	5.86

Checks

Check #	Date	Amount
32044*	10-04	63.00
32059*	10-17	105.00
32061*	10-07	24.00
32068*	10-26	48.96
32077	10-20	675.20
32078	10-19	250.00
32079	10-19	34.89
32080	10-24	14,359.23
32081	10-19	64.15
32082	10-31	219.90
32083	10-20	63.00
32084	10-21	228.26
32085	10-21	100.50
32086	10-20	21.27
32087	10-24	111.00
32088	10-21	253.26
32089	10-17	5,530.00
32090	10-18	17,690.34
32091	10-19	168.95
32092	10-18	242.27
32093	10-19	25.00
32094	10-13	107.32
32095	10-13	43.00
32096	10-19	324.00
32097	10-24	427.46
32098	10-18	313.60
32099	10-18	1,302.50
32100	10-18	444.09
32101	10-20	319.00
32102	10-19	97.70
32103	10-26	24.48
32104	10-13	37,735.23
32105	10-19	17.45
32106	10-19	246.40
32107	10-20	774.00
32108	10-19	127.05
32109	10-17	3,446.94
32110	10-17	10,694.32
32111	10-19	95.22
32112	10-04	35,772.64
32113	10-04	13,865.29
32114	10-04	3,784.04
32115	10-12	3.58
32116	10-18	34,996.30
32117	10-18	13,633.35
32118	10-18	3,707.10
32119	10-24	3.58

*Indicates a gap in check number sequence

Perry, Vilirie

From: Nancy Cohen <ncohen@oldbridgelibrary.org>
Sent: Monday, June 08, 2015 12:25 PM
To: Carthan, Nichole; Perry, Vilirie
Cc: mnowak@oldbridgelibrary.org
Subject: Audit Report
Attachments: Scanned from a Xerox multifunction device001.pdf

Sorry for the omission. Attached is an audit report for the fiscal year 2011-2012. Hope this does it. We will send you photos of the inside of the POD and the inside of a box of records within 48 hours of disposal. Thanks very much.

Nancy Cohen
Library Director
Old Bridge Public Library
1 Old Bridge Plaza, Municipal Center
Old Bridge, NJ 08857
732-721-5600 x5014

Report of Audit

on the

Financial Statements
and Supplementary Schedules

of the

Old Bridge Public Library

for the

Years Ended
June 30, 2012 and 2011

OLD BRIDGE PUBLIC LIBRARY

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SUPLEE, CLOONEY & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS
308 East Broad Street, Westfield, New Jersey 07090-2122
Telephone 908-789-9300 Fax 908-789-8535
E-mail info@scnco.com

INDEPENDENT AUDITOR'S REPORT

Members of the Board of Trustees
Old Bridge Public Library
Old Bridge, New Jersey 08857

We have audited the accompanying financial statements - regulatory basis of the various individual fund and the account group of the Old Bridge Public Library as of and for the years ended June 30, 2012 and 2011 as listed as financial statements - regulatory basis in the foregoing table of contents. These financial statements - statutory basis are the responsibility of the management of the Old Bridge Public Library, County of Middlesex. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial statements contained in Government Auditing Standards issued by the Comptroller General of the United States, and the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Those standards and provisions require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the Old Bridge Public Library, prepares its financial statements on a prescribed basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, that demonstrates compliance with the modified accrual basis, with certain exceptions, and the budget laws of New Jersey, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

In our opinion, because the Old Bridge Public Library prepares its financial statements on the basis of accounting discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in conformity with U.S. generally accepted accounting principles, the financial position of the various individual funds of the Old Bridge Public Library, County of Middlesex, as of June 30, 2012 and 2011 or the results of its operations and changes in fund balance for the year then ended or the revenues or expenditures for the year ended June 30, 2012.

However, in our opinion, the financial statements - regulatory basis present fairly, in all material respects, the financial position - regulatory basis of the various individual funds and account groups of the Old Bridge Public Library as of June 30, 2012 and 2011 and the results of its operations and changes in fund balance - regulatory basis for the years then ended and the expenditures - statutory basis for the year ended June 30, 2012 on the basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued our report dated October 1, 2012 on our consideration of the Old Bridge Public Library's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

Our audit was made for the purpose of forming an opinion on the financial statements - regulatory basis taken as a whole. The information included in the other supplementary schedules and data listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the regulatory financial statements. This information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

This report is intended for the information of the Old Bridge Public Library, the Division of Local Government Services and federal and state audit agencies, and is not intended to be and should not be used by anyone other than these specified parties.

Suplee, Clooney & Company
CERTIFIED PUBLIC ACCOUNTANTS

REGISTERED MUNICIPAL ACCOUNTANT NO. 50

October 1, 2012

SUPLEE, CLOONEY & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS
308 East Broad Street, Westfield, New Jersey 07090-2122
Telephone 908-789-9300 Fax 908-789-8535
E-mail info@scnco.com

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Members of the Board of Trustees
Old Bridge Public Library
Old Bridge, New Jersey 08857

We have audited the accompanying financial statements - regulatory basis of the Old Bridge Public Library as of and for the year ended June 30, 2012 have issued our report thereon dated October 1, 2012. Our report disclosed that, as described in Note 1 to the financial statements, the Old Bridge Public Library prepares its financial statements on a basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, that demonstrates compliance with a modified accrual basis and the budget laws of the State of New Jersey, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles. We conducted our audit in accordance with U.S. generally accepted auditing standards, audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Old Bridge Public Library's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the Old Bridge Public Library's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Old Bridge Public Library's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Mountainside Public Library's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Old Bridge Public Library's financial statements - regulatory basis are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information of the Old Bridge Public Library, the Division of Local Government Services and federal and state audit agencies, and is not intended to be and should not be used by anyone other than these specified parties.

Suplee, Clooney & Company
CERTIFIED PUBLIC ACCOUNTANTS

REGISTERED MUNICIPAL ACCOUNTANT NO. 50

October 1, 2012

"A"

OLD BRIDGE PUBLIC LIBRARY

CURRENT FUND

BALANCE SHEETS - REGULATORY BASIS

		BALANCE JUNE 30, 2012		BALANCE JUNE 30, 2011
ASSETS				
Cash	$	835,587.73	$	800,795.84
Certificates of Deposit		426,636.78		432,592.62
Laurence Harbor Cash Register		50.00		50.00
TOTAL ASSETS	$	1,262,274.51	$	1,233,438.46
LIABILITIES, RESERVES AND FUND BALANCES				
Accounts Payable	$	115,300.20	$	112,666.31
Accrued Payroll Expense		49,166.30		57,619.31
Reserve for:				
Miscellaneous Reserves		1,034,302.85		1,021,336.10
TOTAL LIABILITIES	$	1,198,769.35	$	1,191,621.72
Fund Balances		63,505.16		41,816.74
TOTAL LIABILITIES, RESERVES AND FUND BALANCES	$	1,262,274.51	$	1,233,438.46

The Notes to the Financial Statements are an integral part of these statements

Imaging Certification Summary
July 16, 2015

Borough of Ship Bottom
Record Analyst: Marcella Giordano

Borough of Ship Bottom 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. The system meets all of the requirements for certification.

Records Series	Retention
Certificate Files Availability of Funds	Permanent
Deeds and Easements Municipal Property Acquisitions	Permanent
Foreclosures Condemnations/Eminent Domain/Declaration of Taking File	Permanent
Municipal Master Plan (Original)	Permanent
Petition File- Municipal Incorporations and Annexations	Permanent
Shoreline Survey	Permanent
Records Series	**Retention**
Municipal Plans and Operations	Permanent
Shelter Location Files and Plans	Permanent
Evacuation Plans	Permanent
Training File – Certificate of Completion	45 years
Training File- Student Records	45 years

Clearview Regional High School
Records Analyst: Vilirie Perry

Clearview Regional High School 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. The system meets all of the requirements for certification.

Records Series	Retention
Pupil File/Student Record	100 years
Confidential Disciplinary File – Student Violence, Vandalism, and/or Substance Abuse Incident Report	100 years
Student Health File – Health History/Immunization	100 years
Payroll Register – Master	60 years

Imaging Certification Summary
July 16, 2015

Records Series	Retention
Employee File – Full & Part Time Employee File	6 years after termination of employment provided Employment History Record Card maintained; otherwise 80 yrs
Employment History Record Card	80 years
Confidential Medical File – Employee File	40 years after termination of employment
Special Education File – Student Placement File Public & Nonpublic School	100 years

Ridgewood Public Schools
Records Analyst: Vilirie Perry

Ridgewood Public Schools 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. The system meets all of the requirements for certification.

Records Series	Retention
Pupil File/Student Record	100 years
Confidential Disciplinary File – Student Violence, Vandalism, and/or Substance Abuse Incident Report	100 years
Student Health File – Health History/Immunization	100 years
Payroll Register – Master	60 years
Employee File – Full & Part Time Employee File	6 years after termination of employment provided Employment History Record Card maintained; otherwise 80 yrs
Employment History Record Card	80 years
Confidential Medical File – Employee File	40 years after termination of employment
Special Education File – Student Placement File Public & Nonpublic School	100 years

Records Retention and Disposition Schedule Amendment

DEPARTMENT:	Community Affairs	AGENCY #S220303			
DIVISION:	Local Government Services	SCHEDULE #004			
BUREAU:	Local Finance Board	PAGE #	1	OF	1

Agency Level Amendments

Former Agency Name (Department/Division/Bureau)	
Former Agency Number	

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0002-0000	Local government Ethics Law Financial Disclosure Statement	Title; Description; Retention Time	Local Government Ethics Law Financial Disclosure Statement	**Local Government Ethics Law Files** - May include the following: Financial Disclosure Statements, Ethics complaints, Notice of Investigation, Letters of Dismissal, Determination Letters, as well as, statements, information or documents obtained or prepared by Board staff in the course of an investigation. Retention Period pursuant to N.J.S.A. 40A:9-22.25 **5 yrs after filing financial disclosure statement and/or 5 yrs after final agency action.**

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # S220303	SCHEDULE # 004	PAGE # 1 OF 2
DEPARTMENT	Community Affairs	AGENCY REPRESENTATIVE:	Patricia Parkin McNamara	
DIVISION:	Local Government Services	TITLE:	Executive Secretary	
BUREAU:	Local Finance Board	PHONE #:	(609) 292-0479	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE	DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	Acknowledgement Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval. Management of Electronic Records This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.			

*SRC = STATE RECORDS CENTER; CRC = COMMERCIAL RECORDS CENTER

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY #	SCHEDULE #	PAGE #
	S220303	004	2 OF 2

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0001-0000	Local Finance Board Application Files Consist of applications from local governments for assistance in meeting their fiscal obligations. May include: Notice of Hearing, Application documents, addendums, Sign in Sheet, Vote Tally Indexed.			
0001-0001	Local Finance Board Application Files – Debts May include the following files: Waiver of Debt Limit, Waiver of Down Payment, Waiver of Maturity Schedule Requirements, Determination of Self-Liquidating Status, Refunding Bond, Municipal Qualified Bond, Authority Project Financing, Extension of School Credit, Waiver of School Debt Limit, School Lease/Purchase, School Qualified Bond Waste Water Treatment Fund, and Fiscal Year Bond.	2 yrs after issuance of bond , provided all audit findings are resolved	38 yrs	Destroy
0001-0002	Local Finance Board Application Files – Budget May include the following files: "CAP" Waiver Application – Surplus, "CAP" Waiver Application – Deficit, "CAP" Waiver Application – Add on Request.	1 yr	2 yrs	Destroy
0001-0003	Local Finance Board Application Files – Unsound Fiscal Condition May include the following: Resolutions of the Local Finance Board and of the municipality (copies), Judgments and orders, Budget Documents, correspondence.	2 yrs and release from Local Finance Board jurisdiction	38 yrs	Destroy
0001-0004	Local Finance Board Application Files – Municipal Finance Commission May include the following: Resolutions of the Local Finance Board and of the Municipality (Copies), Ordinances (Copies), Budget Documents, correspondence.	2 yrs and after release from the Municipal Finance Commission jurisdiction	38 yrs	Destroy
0001-0005	Local Finance Board Application Files – General	3 yrs after release from Local Finance Board jurisdiction		Destroy
0002-0000	Local Government Ethics Law Files May include the following: Financial Disclosure Statements, Ethics complaints, Notice of Investigation, Letters of Dismissal, Determination Letters, as well as, statements, information or documents obtained or prepared by Board staff in the course of an investigation. Retention Period pursuant to N.J.S.A. 40A:9-22.25.	3 yrs after filing financial disclosure statement and/or 3 yrs after final agency action.	2 yrs	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT	Health	AGENCY #	S461310		
DIVISION:	HIV, STD and TB Services	SCHEDULE #	001		
BUREAU:	Tuberculosis Control	PAGE #	1	OF	2

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	**Department:** H&SS **Division:** Communicable Disease **Bureau:** Tuberculosis Control
FORMER AGENCY NUMBER	S460603 005

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	TB Case and Contract Registry (Electronic)	Transfer Record Series	S460603 005 0001-0000	S461310 001 0001-0000
0002-0000	TB Case Records	Transfer Record Series	S460603 005 0002-0000	S461310 001 0002-0000
0003-0000	Quarterly Chest Clinic Activity Report (TB-1)	Title; Description; Transfer Record Series	Chest Clinic Activity Report; N/A; S460603 005 0003-0000	Quarterly Chest Clinic Activity Report (TB-1); Used by chest clinics to report on the number of clinic visits broken down by the categories of patients seen; S461310 001 0003-0000
0004-0000	Aggregate Reports for TB Program Evaluation	Transfer Record Series	S460603 005 0004-0000	S461310 001 0004-0000
0005-0000	TB Program Reports	Transfer Record Series	S460603 005 0005-0000	S461310 001 0005-0000
0006-0000	Medication Request Order (TB-3)	Title; Description; Transfer Record Series	Chest Clinic Medications and Biological Order TB-3; Used by chest clinics to order a monthly supply of medication and biological available for TB patient treatment; S460603 005 0006-0000	Medication Request Order (TB-3); Used by chest clinics to order a monthly supply of medications and related items which are available for TB patient treatment; S461310 001 0006-0000

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0007-0000	School Testing Program Reports	Description; Transfer Record Series	Consists of annual reports by public and non-public schools that include student names, testing results and chest x-ray results. Forms included are the Reports of Significant Tuberculin Reactions (TB-42) and the Annual Report of Tuberculin Testing in Schools (TB-57); S460603 005 0007-0000	Consists of annual reports by public and non-public schools that include testing results and chest x-ray results using the Annual Report of Tuberculin Testing in Schools (TB-57); S461310 001 0007-0000
0008-0000	HIV Related TB Prevention Project Files The agency reports that the records in this series no longer exist and may have been accidentally destroyed during one of their office relocations, or not identified properly and purged along with other records. The Archives sees no value in keeping this series active on this schedule.	Deletion of Record Series	HIV-Related TB Prevention Project Files; Consists of information regarding screening and preventative therapy. Information is generated by selected drug treatment centers and a correctional facility as part of a study ending 1-31-96. Maintained in hard copy and electronic formats; Retention - 4 years after completion of study; Disposition - Archival Review; S460603 005 0008-0000	N/A
0009-0000	American Lung Association Case Management Program	Transfer Records Series	S460603 005 0009-0000	S461310 001 0008-0000

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # S461310	SCHEDULE # 001	PAGE # 1 OF 2
DEPARTMENT	Health	AGENCY REPRESENTATIVE:	Elaine White	
DIVISION:	HIV, STD and TB Services	TITLE:	Administrative Analyst I	
BUREAU:	Tuberculosis Control	PHONE #:	(609) 292-3614	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE	DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:
Elaine M White	5/7/15		

Acknowledgement

Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.

Management of Electronic Records

This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.

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RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY #	SCHEDULE #	PAGE #
	S461310	001	2 OF 2

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0001-0000	TB Case and Contract Registry (Electronic) Electronic records of: summary results of the School Skin Testing Program, and follow-up of Class A-1, B-1 and B-2 immigrants and refugees.	25 yrs		Destroy
0002-0000	TB Case Records Includes: Tuberculosis Cases, Suspect and Status Report (TB-70), and Record of Contact Interviews (TB-41) for verified TB cases.	3 yrs after termination of therapy		Destroy
0003-0000	Quarterly Chest Clinic Activity Report (TB-1) Used by chest clinics to report on the number of clinic visits broken down by the categories of patients seen.	3 yrs		Destroy
0004-0000	Aggregate Reports for TB Program Evaluation Includes: follow-up and treatment for contacts to TB cases, and targeted testing and treatment for latent TB infection.	10 yrs		Destroy
0005-0000	TB Program Reports Includes: Investigation Reports (TB-L1), Public Health Incident Reports, Health Officer Reports, and Legal Intervention Reports.	3 yrs after completion of investigation		Destroy
0006-0000	Medication Request Order (TB-3) Used by chest clinics to order a monthly supply of medications and related items which are available for TB patient treatment.	1 yr after close of calendar year	2 yrs	Destroy
0007-0000	School Testing Program Reports Consists of annual reports by public and non-public schools that include testing results and chest x-ray results using the Annual Report of Tuberculin Testing in Schools (TB-57).	3 yrs after tabulation		Destroy
0008-0000	American Lung Association Case Management Program Consists of patient charts that include: clinic requests for assistance, patient agreements, and copies of checks, utility and other bills.	7 yrs		Destroy

*SRC = STATE RECORDS CENTER; CRC = COMMERCIAL RECORDS CENTER

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT SCHEDULE HEADING	County Agency General Records Retention Schedule	AGENCY #C820000		
DIVISION:		SCHEDULE #010		
BUREAU:		PAGE # 1	OF	1

AMENDMENTS

FORMER AGENCY NAME	County Agency General Records Retention Schedule
FORMER AGENCY NUMBER	C820000
FORMER SCHEDULE #	009

AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION	NEW DESIGNATION
0706-0000	Video Surveillance Recordings	New		

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY #	SCHEDULE #	PAGE #
	C820000	010	1 OF 33

DEPARTMENT:	County Agency General Records Retention Schedule	AGENCY REPRESENTATIVE:	Erin Mallon Knoedler, RMC
DIVISION:		TITLE:	Community Service Officer 2
BUREAU:		PHONE #:	609-984-5081

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE	DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
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RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY #	SCHEDULE #	PAGE #
	C820000	010	33 OF 33

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0705-0003	Website Creation and Update File File pertaining to an agency's website creation and upgrade(s). Contains: research documents, source code, input documents, testing reports, screen copies, and supporting documentation.	30 days after website is discontinued		Destroy
0705-0004	Information Technology Program Documentation File File contains but is not limited to application documentation, source and object code, test results, data models for application development, backup and recovery documentation, and application standards.	7 yrs after program is either superseded or discontinued		Archival review
0705-0005	Information Technology Operating System Documentation File File contains but is not limited to system requirements, design, and supporting documents; production environment data; and backup and recovery documentation.	7 yrs after system is either superseded or discontinued		Archival review
0706-0000	**Video Surveillance Recordings** Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the County offices of the State of New Jersey. If an incident occurs on footage, the agency must defer to appropriate law enforcement retention schedule.	30 days after last recording or until determined that no incident occurred, whichever is sooner.		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT SCHEDULE HEADING	Municipal Agency General Records Retention Schedule	AGENCY #M100000		
DIVISION:		SCHEDULE #009		
BUREAU:		PAGE # 1	OF	1

AMENDMENTS

FORMER AGENCY NAME	Municipal Agency General Records Retention Schedule
FORMER AGENCY NUMBER	M100000
FORMER SCHEDULE #	008

AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION	NEW DESIGNATION
0706-0000	Video Surveillance Recordings	New		

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M100000	SCHEDULE # 009	PAGE # 1 OF 33

DEPARTMENT:	Municipal Agency General Records Retention Schedule	AGENCY REPRESENTATIVE:	Erin Mallon Knoedler, RMC
DIVISION:		TITLE:	Community Service Officer 2
BUREAU:		PHONE #:	609-984-5081

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE	DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
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RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY #	SCHEDULE #	PAGE #
	M100000	009	33 OF 33

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0705-0004	Information Technology Program Documentation File File contains but is not limited to application documentation, source and object code, test results, data models for application development, backup and recovery documentation, and application standards.	7 yrs after program is either superseded or discontinued		Archival review
0705-0005	Information Technology Operating System Documentation File File contains but is not limited to system requirements, design, and supporting documents; production environment data; and backup and recovery documentation.	7 yrs after system is either superseded or discontinued		Archival review
0706-0000	**Video Surveillance Recordings** Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the Municipal offices of the State of New Jersey. If an incident occurs on footage, the agency must defer to appropriate law enforcement retention schedule.	30 days after last recording or until determined that no incident occurred, whichever is sooner.		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT	State Agency General Records Retention Schedule	AGENCY # G100000		
DIVISION:		SCHEDULE # 007		
BUREAU:		PAGE # 1	OF	1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	State Agency General Records Retention Schedule
FORMER AGENCY NUMBER	G100000
FORMER SCHEDULE #	006

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
2100-0000	Video Surveillance Recordings	New		

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # G100000	SCHEDULE # 007	PAGE # 1 OF 43
DEPARTMENT: State General Records Retention Schedule	AGENCY REPRESENTATIVE: Irwin Nadel		
DIVISION:	TITLE: Chief		
BUREAU:	PHONE# 609.530.3201		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE	DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
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RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY #	SCHEDULE #	PAGE #
	G100000	007	43 OF 43

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
2000-0008	E-Mail Record Reports and Publications Agency e-mail records pertaining to or encompassing: Agency Monthly Report(Copy) and Agency Weekly Report (Original and Copy) Records Series Included 1601-0000 through 1602-0000. *Destroy as per CL. 14-12 DORES/OIT	7 yrs		Destroy
2100-0000	Video Surveillance Recordings Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the State of New Jersey. **If an incident occurs on footage, the agency must defer to appropriate law enforcement schedule.**	30 days after last recording or until determined that no incident occurred, whichever is sooner.		Destroy

Research: Video Surveillance Recordings

Source:	Series #	Description	Retention Time
Missouri	GS 088	**Surveillance Camera Video** - Records activities in public area such as streets, parking garage, and public buildings including city halls, schools, courthouses and jails	30 days and review
Virginia	12281	**Security and Surveillance Tapes**: Not Used as Evidence - This series documents the surveillance and monitoring of a building or area for security purposes. This series may include, but is not limited to audio or video recordings.	30 Days after creation
Rhode Island	GRS 3.6	**Video Monitoring Tapes/Digital Recordings** - Recording media used for the surveillance of property/building/rooms for security purposes. May include video tapes, digital media.	thirty (30) days before reuse
Washington State	GS50-06B-18	**Security Monitoring** – Oversight/ Surveillance Recordings	Retain for 30 day s after last recording or until determined that no incident occurred, whichever is sooner
New York State	90303	**Building Visitor Logs and Security Videotapes** - Logs of entry to and exit from agency facilities containing visitor name, organization or business, address, reason for visit or person/unit visited, and dates and times of entry and exit. Also includes videotapes or other recordings prepared for security purposes that document specific incidents and merit retention for administrative or potential legal uses.	Destroy 3 years after the end of the year to which they relate
North Carolina County Management	#37	**Office Security Records** - Records concerning the security of county offices, facilities, vehicles, equipment, and personnel. May include visitor register, security, employee or contractor access to facilities or resources, and surveillance system reports and recordings.	a) Destroy in office or reuse after 30 days recordings not required to support known investigations or litigation. b) Destroy in office all remaining records after 1 year.
NARA	Schedule #21, item 18	**Routine Surveillance Recordings**	Destroy when 6 months old (N1-GRS-98-2, item 40)

Announcement

Amended Rules Developed by the New Jersey Division of Revenue and Enterprise Services Mark a New Era in New Jersey's Records Management Program

In cooperation with the New Jersey Department of State and State Records Committee, the Division of Revenue and Enterprise Services recently implemented changes to Title 15 of the New Jersey Administrative Code. Collectively, these changes mark a new era in public records management in this State.

The amendments facilitate the adoption of electronic records systems, encouraging agencies to leverage automated technology wherever possible. The ultimate goal is to make it easier for agencies to meet the burgeoning service demands of the public in the most effective, efficient and transparent manner possible. In this connection, the amendments removed prescriptive and obsolete regulatory language and thereby encourage the adoption of technological innovations in this State. Also, the amendments facilitate State certification of electronic image systems by converting the current paper-based process to an online service.

The changes will benefit New Jersey government at all levels, and ultimately, serve the interests of our citizens by helping to advance the development of improved records management practices by State, county and local government agencies, and facilitating the adoption of electronic records systems. When public agencies leverage automated technology to improve the processing and storage of records, they build the capacity to provide quicker, more reliable and accurate services to the public, at reduced cost. Concurrently, via the faster and more accurate records retrieval functions that are achievable with digital records systems, public agencies establish the basis for more transparent and accountable government.

Moreover, the amended rules will have indirect, but important economic impacts throughout the State. By encouraging the accelerated adoption of electronic records technologies, they set the stage for streamlined public service and the large-scale consolidation and reengineering of information and records-based service channels. They also free agencies to replace labor-intensive and error-prone paper systems with online technologies. Further, experience shows that streamlined automated systems provide for more accurate, timely and responsive public services, and through this, enhanced voluntary compliance with tax and other revenue-producing activities. These benefits, in turn, help to drive down the overall cost of government and improve the yield, efficacy and fairness of State and local tax systems. The combined effects of cost savings and enhanced voluntary compliance will help government agencies control and ultimately reduce the tax and regulatory burdens on our citizenry.

For more information on the amended rules please email the Division at **DORInfo@treas.nj.gov**.

Following are summaries of the key changes:

Subchapter 15:3-1.3: The changes to this subchapter clarify that automated electronic records systems can be elements of public agency records-keeping regimes and that agencies should consider such systems for recordation, registry, indexing, processing and public access purposes, while also conforming to standards set forth in Title 15.

These changes are intended to improve the State's approach to records management by establishing an environment that encourages innovative uses of electronic technologies.

Subchapter 15:3-4.3: This is a key change. It updates the requirements for storage and preservation of records in electronic formats, *including long term and permanent records*. Agencies are now no longer required to use hard copy media, including microfilm, to preserve long term and permanent records. Electronic systems that have viable migration paths can be used for such records.

Subchapter 15:3-4.4: These rules provide updated guidance to agencies using non-conforming automated records systems (systems that do not conform to State standards), emphasizing the need to convert the systems based on technology that is compliant with the standards set forth in Title 15.

Subchapter 15:3-4.5: This subchapter contains updated requirements for standard file formats and compression algorithms, with emphasis on formats and algorithms that are actively supported by the information technology industry, and that allow for the interchange of documents with other systems. Examples of such formats include single-page Tagged Image File Format (TIFF) with CCITT Group III and/or IV compression, Portable Network Format (PNG) for grayscale or color images, PDF/A (most especially for long term retention of 10 years or more), and Open Document Architecture/Open Document Interchange Format (ODA/ODIF) for text. The proposed amendments require imaging systems to store at least one unaltered version of the public records they contain, as scanned, except for standard computer-enhancement routines used to improve the legibility of scanned documents.

Subchapter 15:3-4.6: The updated requirements address the use of multi-function devices for scanning purposes and clarify that visual inspection of scanned images for quality control purposes may be accomplished on an image-by-image basis, via sampling or combined approaches, and may also be supported by machine-based quality control processes. Industry standards for image quality control are incorporated by reference, as guidance, where applicable. These standards include Sampling Procedures for Inspection by Attributes of Images in Electronic Image Management (EIM) and Micrographics Systems (ANSI/AIIM TR34-1996) and Identification of Test Images for Document Imaging Applications (ANSI/AIIM TR38-1996), as amended and supplemented.

Subchapter 15:3-4.7: The amended rules cross-reference sections of Title 15 (N.J.A.C. 15:3-5.1 through 3-5.7), which set forth requirements for a new, mandatory registration system designed to address the mandatory review and approval process (see below).

Subchapter N.J.A.C. 15:3-4.8: This is largely an administrative change. It harmonizes the language found in this subchapter with the provisions of N.J.A.C. 15-3-4.6 (a) regarding limitations on the alteration of the as-scanned versions of records.

Subchapter N.J.A.C. 15:3-4.10: These changes update language regarding requirements for handling images stored on non-conforming image system as best evidence. Specifically, the burdensome and unnecessary requirement to mark approved items as best evidence is deleted. The State Records Committee's role in approving records as best evidence and the practice of maintaining, for public inspection, a record of such Committee approvals are both continued. This documentation is deemed sufficient proof as to the acceptability of the records approved as best evidence.

Subchapter N.J.A.C. 15:3-4.11: The changes in this subchapter strengthen provisions relating to disaster recovery and contingency plans. Included are requirements for assessing risks associated with the loss of records stored on systems covered by the plans, as well as requirements for considering options for reconstructing damaged records and costs associated with guarding against records losses.

Subchapter N.J.A.C. 15:3-5: Changes here pertain to a new registration service and annual review for image processing systems. The service replaces the system certification regime. Requirements for the new service are found at N.J.A.C. 15:3-5.1. N.J.A.C. 15:3-5.4 establishes the responsibilities of the records management program with respect to registering image processing systems as compliant with established standards, rules and procedures, and with regard to maintaining an Internet-accessible database of all registered image processing systems. In the same connection, N.J.A.C. 15:3-5.5 sets forth the requirement for public agencies to comply with the registration process outlined at N.J.A.C. 15:3-5.4.

Subchapter N.J.A.C. 15:3-5.6: This is largely an administrative change designed to harmonize language pertaining to the new registration service at N.J.A.C. 15:3-5.4 and N.J.A.C. 15:3-5.5.

Subchapter N.J.A.C. 15:3-5.7: These changes update provisions regarding the maintenance of documentation for image processing systems used for public recordkeeping, including all vendor-supplied manuals, guides and training materials covering all implemented hardware and software technology. Agencies may use materials posted on the Internet by the system vendor(s) to help document their systems.

Subchapter N.J.A.C. 15:3-5.8: The changes in this subchapter streamline the public comment process relative to applications for image processing systems for public records. Agencies may refer to the registration service

described at N.J.A.C. 15:3-5.4 in their public notifications and have interested parties download copies of the same for their review.

Click here: < **http://www.lexisnexis.com/njoal/**> to review the amended rules.