



**AGENDA  
STATE RECORDS COMMITTEE  
December 18, 2014  
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](http://www.nj.gov/treasury/revenue/rms/directions.shtml)

**Announcement of Open Public Meeting  
Reading of the September 18, 2014 minutes**

**I. ADMINISTRATIVE ACTIONS:**

**A. Announcement of Approval of Destruction Authorization:**

1. Routine Request: #84-367 - #85-006
2. Artemis Request: #516775 - #517830

**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. City of Clifton – Building Department – Provided by James Jenkins
- B. Borough of Deal - Provided by James Jenkins
- C. Monmouth County Vocational School District – Provided by John Berry
- D. Township of Willingboro – Provided by Marcella Giordano

**III. OLD BUSINESS:**

- A. Image Certifications: Revisions from July 18, 2014 SRC Meeting (See Attached)
- 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)**

1. Treasury – Presented by Argean Cook  
Division of Casino Control Commission – Agency General Schedule – S821220-002
2. Treasury – Presented by Argean Cook  
NJ Economic Development Authority Services – S822908-003

**B. Special Request and Authorization for Records Disposal: (None)**

**V. OTHER BUSINESS:**

1. Proposed Dates for State Records Committee Meetings for 2015 (See Attached)



MINUTES  
STATE RECORDS COMMITTEE  
December 18, 2014

Michael J. Tyger, Secretary, called the 414th 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.

Mr. Tyger stated that there is a quorum with all members represented except for the representative from DCA was unavailable to attend and was excused.

Mr. Tyger welcomed Donald Palombi from the Office of the Attorney General to the State Records Committee.

Mr. Tyger stated that this was the last meeting for 2014 and he thanked everyone for their hard work, noting specifically the progress related to electronic mail retention and the approval of the Human Services Document Imaging System and all counties being approved to use that system as some of the more important achievements this year.

**ATTENDANCE:**

*SRC:* Attorney General, Donald M. 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  
Vilirie D. Perry, Records Analyst I, Records Management Services  
Irwin Nadel, Chief of Operations, Records Management Services  
Beth Whetstone, Supervisor Information and Control, Records Management Services  
James Jenkins, Data Entry Machine Operator III, Records Management Services  
Marcella Giordano, Records Analyst II, Records Management Services  
Robert Fabio, Administrative Analyst I, Records Management Services  
Baljinder Pannu, Data Entry Operator, Records Management Services  
Marcella Campbell, Technical Assistant I, Treasury  
Virna Guzman-Reyes, Head Audit Account Clerk, Records Management Services  
Argean Cook, Records Analyst II, New Jersey State Archives, Department of State

*Other:* John Williams, Treasury, Casino Control Commission  
Dianna Williams-Fauntleroy, Treasury, Casino Control Commission  
Donna Snyder, Treasury, Casino Control Commission  
Diane Wong, NJ Economic Development  
Tina Clark, NJ Economic Development  
Teri Dunlop, NJ Economic Development  
Joanne McKinley, Acces NJ/CNA Services

## MINUTES:

### APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the September 18, 2014 minutes three (3) yes, none (0) no, 1 abstained (Robinson) with corrections in IV. A. to change the reference to "a draft document" to the more accurate "an advisory document" and a correction in V. so the last sentence reads "Although funding for e-Archives is still a question, Mr. Klett reported that OIT has expressed their direct support of the endeavor." An addition was made after item II. C. to reflect that Mr. Klett asked a question regarding whether imaging certification and administrative actions would allow agencies to no longer retain microfilm back-up of permanent records required by regulation. Records Management responded that, at this time, no administrative actions had been approved that allowed for that.

## 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: #84-367- #85-006
2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #516775 - #517830

### 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. City of Clifton - Building Department – The City of Clifton Building Department proposes an imaging system. **FileBank** Incorporated is the vendor. The paper documents will serve as eye

readable back up. As recommended by the certifying Records Analyst, James Jenkins, the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (**Certification #14121801-NM**)

- B. Borough of Deal** -The Borough of Deal proposes an imaging system. **Accuscan Digital Archival Solutions** is the vendor. **Hudson Micrographics** will produce their archival microfilm. As recommended by the certifying Records Analyst, James Jenkins, the system meets all the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system (**Certification #14121802-MF**)
- C. Monmouth County Vocational School District** - Monmouth County Vocational School District proposes an imaging system. **Accuscan Digital Archival Solutions** is the vendor. **Hudson Micrographics** will produce their archival microfilm. As recommended by the certifying Records Analyst, John Berry, the system meets all the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system (**Certification #14121803-MF**)
- D. Township of Willingboro** - The Township of Willingboro proposes an imaging system. **Accuscan Digital Archival Solutions** is the vendor. **Hudson Micrographics** will produce their archival microfilm. As recommended by the certifying Records Analyst, Marcella Giordano, the system meets all the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system (**Certification #14121804-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 Argean Cook  
Division of Casino Control Commission – Agency General Schedule – S821220-002 Approved with minor changes to records series 0003 to change the Disposition from Destroy to "Archival Review" and in record series 0010 to revise the title from MATRIX/Licensing to "Licensing Reports".
  - Treasury – Presented by Argean Cook  
NJ Economic Development Authority Services – S822908-003 Approved without change
- B. Special Request and Authorization for Records Disposal:** (None)

## V. OTHER BUSINESS:

1. Proposed Dates for State Records Committee Meeting for 2015 - Dates were approved as proposed (list attached).
2. There was some discussion of microfilm requirements and what guidelines will be used to determine if imaging systems are approved and paper records destruction is authorized based on an outlined migration path instead of microfilm back-up. Archives and Records Management staff will be meeting on this and reporting back to the SRC at a future meeting.

There being no other business, the Committee adjourned at 11:05 am.



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Michael Tyger  
Secretary  
State Records Committee