



**AGENDA**  
**STATE RECORDS COMMITTEE**  
**March 20, 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 January 16, 2014 and February 21, 2014 minutes**

**I. ADMINISTRATIVE ACTIONS:**

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

1. Routine Request: #82-875-#82-999 (exceptions of series 82 are: 975, 995, 997, 998)
2. Artemis Request: #514098 - #514478

**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. Freehold Regional High School District
- B. Garfield School District
- C. Kingwood Township School District
- D. LEAP Academy University Charter School
- E. Cumberland Regional High School
- F. Middlesex Public Schools
- G. Somerset Hills School District
- H. City of Ocean City
- I. Warren County Division of Temporary Assistance & Social Services
- J. Middlesex County Board of Social Services
- K. Somerset County Board of Social Services
- L. Cape May County Board of Social Services
- M. Cumberland County Board of Social Services
- N. Bergen County Board of Social Services
- O. Burlington County Board of Social Services
- P. Essex County Department of Citizen Services Division of Welfare
- Q. Morris County Human Services

**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)**

**Human Services - prepared by Argean Cook**

**Medical Assistance and Health Services - Contract Compliance S540332-002**

**Law and Public Safety- prepared by John Berry, RMS and Ellen Callahan, State Archives**

**Election Law Enforcement Commission (ELEC) S661300-005 Item 0001-0001, 0001-0002, 0002-0001, 0002-0002, 0003-0000 to 0007-0000, 0007-0001, 0008-0000 to 0010-0002, 0012-0000 to 0014-0000 and 0016-0000**

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

**V. OTHER BUSINESS: (None)**



MINUTES  
STATE RECORDS COMMITTEE  
March 20, 2014

Michael J. Tyger, Secretary, called the 410th 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 due to a scheduling conflict.

**ATTENDANCE:**

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

*Staff:* John Berry, Records Analyst I, Records Management Services  
Argean Cook, Records Analyst II, Records Management Services  
Kathryn Cornell, Program Technician, Records Management Services  
Maureen Hedden, Administrative Analyst II, Records Management Services  
Vilirie D. Perry, Records Analyst I, Records Management Services  
Beth Whetstone, Supervisor Information and Control, Records Management Services  
Ellen Callahan, NJ State Archives, Department of State

*Other:* Dustin Artman, Jeffrey Foster, Peter Nelson, Department of Human Services  
Amy Davis, Carol L. Hoekje, Elizabeth Michaels, NJ Election Law Enforcement Commission  
Joanne McKinley, Sal Coppola, CNA

**MINUTES:**

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the January 16, 2014 and February 21, 2014 minutes four (4) yes, none (0) no.

## **I. ADMINISTRATIVE ACTIONS:**

### **A. Announcement of Approval of Destruction Authorizations:**

- 1. Secretary Tyger announced the approval of routine bardcopy request for disposal of public records: #82-875 - #82-999 (exceptions of series 82 are: 975, 995, 997, 998)**
- 2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #514098 - #514478.**

### **B. Records Management**

**Report to the State Records Committee: (See attached)**

### **C. Imaging Processing System Certification:**

**Report to the State Records Committee (See attached)**

Mr. Tyger questioned the last p<sub>a</sub>g<sub>e</sub> of the January Actions for the County of Passaic which is titled Inactive. He asked Ms. Cook for the reason it is Inactive and her explanation was that they are no longer adding anything to that system but they still must report because there are images. Mr. Tyger asked is there a reason why they aren't adding anything to this system and Ms. Cook stated that they are adding to their new system. In the near future they will migrate into their new system.

## **II. IMAGING CERTIFICATION**

- A. Freehold Regional High School District -** Freehold Regional High School District proposes an im<sub>a</sub>g<sub>i</sub>ng system. AccuScan Digital Archival Solutions is the vendor. Access New Jersey will produce their archival microfilm. Ms. Cook 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# 14032001-MF)
- B. Garfield School District -** Garfield School District proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Access New Jersey will produce their archival microfilm. Ms. Cook 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# 14032002-MF)
- C. Kingwood Township School District -** Kingwood Township School District proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Access New Jersey will produce their archival microfilm. Ms. Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's im<sub>a</sub>g<sub>e</sub> processing system. (Certification # 14032003-MF)
- D. LEAP Academy University Charter School -** LEAP Academy University Charter School proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Access New Jersey will produce their archival microfilm. Ms. Cook 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# 14032004-MF)

- E. Cumberland Regional High School** - Cumberland Regional High School proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Access New Jersey will produce their archival microfilm. Ms. Cook 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# 14032005-MF)
- F. Millville Public Schools** - Millville Public Schools proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Access New Jersey will produce their archival microfilm. Ms. Cook 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# 14032006-MF)
- G. Somerset Hills School District** - Somerset Hills School District proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Access New Jersey will produce their archival microfilm. Ms. Cook 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# 14032007-MF)
- H. City of Ocean City** - City of Ocean City proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Access New Jersey will produce their archival microfilm. Ms. Cook 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 #14032008-MF)
- I. Warren County Division of Temporary Assistance & Social Services**- Warren County Division of Temporary Assistance & Social Services proposes an imaging system for their DIMS project. IBM is the vendor. The paper documents will serve as the eye-readable back-up. Ms. Cook 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# 14032009-NM)
- J. Middlesex County Board of Social Services** - Middlesex County Board of Social Services proposes an imaging system for their DIMS project. IBM is the vendor. The paper documents will serve as the eye-readable back-up. Ms. Cook 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# 14032010-NM)
- K. Somerset County Board of Social Services** - Somerset County Board of Social Services proposes an imaging system for their DIMS project. IBM is the vendor. The paper documents will serve as the eye-readable back-up. Ms. Cook 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 # 14032011-NM)

- L. Cape May County Board of Social Services** - Cape May County Board of Social Services proposes an imaging system for their DIMS project. IBM is the vendor. The paper documents will serve as the eye-readable back-up. Ms. Cook 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# 14032012-NM)
- M. Cumberland County Board of Social Services** - Cumberland County Board of Social Services proposes an imaging system for their DIMS project. IBM is the vendor. The paper documents will serve as the eye-readable back-up. Ms. Cook 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# 14032013-NM)
- N. Bergen County Board of Social Services** - Bergen County Board of Social Services proposes an imaging system for their DIMS project. IBM is the vendor. The paper documents will serve as the eye-readable back-up. Ms. Cook 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# 14032014-NM)
- O. Burlington County Board of Social Services** - Burlington County Board of Social Services proposes an imaging system for their DIMS project. IBM is the vendor. The paper documents will serve as the eye-readable back-up. Ms. Cook 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 # 14032015-NM)
- P. Essex County Department of Citizen Services Division of Welfare** - Essex County Department of Citizen Services Division of Welfare proposes an imaging system for their DIMS project. IBM is the vendor. The paper documents will serve as the eye-readable back-up. Ms. Cook 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# 14032016-NM)
- Q. Morris County Human Services** - Morris County Human Services proposes an imaging system for their DIMS project. IBM is the vendor. The paper documents will serve at the eye-readable back-up. Ms. Cook 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# 14032017-NM)

**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: (See attached)

###### Human Services - prepared by Argean Cook

Medical Assistance and Health Services - Contract Compliance S540332-002 - Approved without change.

Ms. Cook stated that with the current conditional retention time of 7 years after termination from program, scanned documents are currently stored in an offsite facility. It was determined that, due to the fact that a new application is required annually, the retention period change to a flat seven (7) years is justified. Once the schedule is approved, the Medical Assistance and Health Services will be able to submit a disposal request for the destruction of 1.2 million cubic feet of records.

Mr. Tyger stated that anytime we can solidify and lock in on a date it makes it so much easier to manage those records. The fact that just changing a few words in a retention period can amount to destroying so many records and saving so much space is incredible.

Dustin Artman, representative from the Department of Human Services stated the cost savings is astronomical.

Mr. Tyger thanked Ms. Cook for all of her effort that went into getting this done.

###### Law and Public Safety - prepared by John Berry

Election Law Enforcement Commission (ELEC) S661300-005 Item 0001-0001, 0001-0002, 0002-0001, 0002-0002, 0003-0000 to 0007-0000, 0007-0001, 0008-0000 to 0010-0002, 0012-0000 to 0014-0000 and 0016-0000 - Approved without change

Records Analyst, John Berry thanked Ellen Callahan and all of the officials for their help in finalizing this schedule. They went from ten (10) Archival Reviews down to one (1), six (6) Archives down to one (1).


Ellen Callahan mentioned that it first started with Archives Staff Gregory Gill and Janet Jackson. Archives was notified by ELEC officials that there were 2,500 cubic feet of records that were permanent. Mr. Gill and Ms. Jackson reviewed the schedule and noticed that almost everything was either permanent or archival review -- which didn't make sense.

Mr. Tyger stated that it is a great effort and the detail in it is obvious. It is better for the agency and better for the State in terms of how we store records.

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

**V. OTHER BUSINESS:** (None)

There being no other business, the Committee adjourned at 10:25 am.



Michael Tyger  
Secretary  
State Records Committee