



AGENDA
STATE RECORDS COMMITTEE
May 15, 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)

Announcement of Open Public Meeting
Reading of the March 20, 2014 minutes

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorization:

1. Routine Request: #83-000 – #83-435 (exemptions of series 83 are 203, 325, 408)
2. Artemis Request: #514479 - #515755

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. Camden County Board of Social Services
- B. Monmouth County Division of Social Services
- C. Ocean County Board of Social Services
- D. Atlantic County Department of Family and Community Development
- E. Passaic County Board of Social Services
- F. Hudson County Department of Family Services
- G. Township of Cinnaminson
- H. Township of Long Beach
- I. Somerdale Park Public School District
- J. Old Bridge Township School District
- K. Sterling High School District
- L. Manchester Township Public Schools
- M. Trenton Public Schools

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)

State General Schedule – prepared by Irwin Nadel

G100000-006 Items 2000-0000 through 2007-0000

Motor Vehicle Commission – prepared by Vilirie Perry

Human Resources – Payroll and Leaves Unit S790800-001

Motor Vehicle Commission – prepared by Vilirie Perry

Customer Information and Advocacy – Surcharge Administration S792004-001

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

V. OTHER BUSINESS: (None)



MINUTES
STATE RECORDS COMMITTEE
May 15, 2014

Michael J. Tyger, Secretary, called the 411th 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.

ATTENDANCE:

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

Staff: Kathryn Cornell, Program Technician, Records Management Services
Maureen Hedden, Administrative Analyst II, Records Management Services
Anthony Johnson, Project Manager, AAIL, DP, 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
Ellen Callahan, NJ State Archives, Department of State
Sharon Allen, Technical Assistant II, Records Management Services
Baljinder Pannu, Data Entry Operator, Records Management Services

Other: Justine Henick, Jonathan Klama, Donna Martin, Brielle Mills - MVC
Jeffrey Foster, Dustin Artman, Department of Human Services
Joanne McKinley, Sal Coppola, Acces NJ, CNA Services

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the March 20, 2014 minutes four (4) yes, none (0) no with the following changes: Under Attendance: remove "designee" after Joseph Klett's name and add the word "State" after NJ following Ellen Callahan's name.

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: #83-000 - #83-435 (exceptions of series 83 are: 203, 325, 408)
2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #514479 - #515755.

B. Records Management

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

C. Imaging Processing System Certification:

Report to the State Records Committee (See attached)

II. IMAGING CERTIFICATION

- A. Camden County Board of Social Services** – Camden 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. Mr. Nadel 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 # 14051501-NM)
- B. Monmouth County Division of Social Services** – Monmouth County Division 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. Mr. Nadel 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 # 14051502-NM)
- C. Ocean County Board of Social Services** – Ocean 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. Mr. Nadel 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 # 14051503-NM)

- D. Atlantic County Department of Family and Community Development** – Atlantic County Department of Family and Community Development proposes an imaging system for their DIMS project. IBM is the vendor. The paper documents will serve as the eye-readable back-up. Mr. Nadel 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 # 14051504-NM)
- E. Passaic County Board of Social Services** – Passaic 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. Mr. Nadel 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 # 14051505-NM)
- F. Hudson County Department of Family Services** – Hudson County Department of Family Services proposes an imaging system for their DIMS project. IBM is the vendor. The paper documents will serve as the eye-readable back-up. Mr. Nadel 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 # 14051506-NM)
- G. Township of Cinnaminson** – Township of Cinnaminson proposes an imaging system. DRS Imaging Group (formerly LargeDoc Solutions) is the vendor and will produce their archival microfilm. Mr. Nadel 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 # 14051507-MF)
- H. Township of Long Beach** – Township of Long Beach proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey will produce their archival microfilm. Mr. Nadel 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 #14051508-MF)
- I. Somerdale Park Public School District** – Somerdale Park Public School District proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey will produce their archival microfilm. Mr. Nadel stated that the system meets all of the requirements for certification. Upon motion, seconded, the stated that the system meets all of the requirements for Committee approved certification of the applicant's image processing system. (Certification # 14051509-MF)
- J. Old Bridge Township School District** – Old Bridge Township School District proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey will produce their archival microfilm. Mr. Nadel 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 # 14051510-MF)

- K. Sterling High School District** – Sterling High School District proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses of New Jersey will produce their archival microfilm. Mr. Nadel 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 # 14051511-MF)
- L. Manchester Township Public Schools** – Manchester Township Public Schools proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses of New Jersey will produce their archival microfilm. Mr. Nadel 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 # 14051512-MF)
- M. Trenton Public Schools** – Trenton Public Schools proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey will produce their archival microfilm. Mr. Nadel 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 # 14051513-MF)

III. OLD BUSINESS

A. Image Certifications – None

B. Retention Schedules –None

Mr. Tyger wanted to briefly mention that he received an updated letter from the Department of Transportation regarding Transportation’s retention schedule that was approved at the July 18, 2013 SRC meeting. There were some things that were outstanding with the Division of State Archives that needed to be addressed by DOT. DOT has made some really good progress, and updated us on the status again on April 11. Mr. Tyger believes that they have finalized all of their meetings with their internal groups within the Department. They asked for a little more time to address all of their issues, but anticipate a final schedule addressing all concerns to be ready by mid-June and to be prepared to present at the July SRC Meeting.

C. Request and Authorization for Records Disposal – None

D. Other - None

IV. NEW BUSINESS

A. Records Retention Schedules: (See attached)

State General Schedule – prepared by Irwin Nadel

G100000-006 Items 2000-0000 thru 2007-0000 – Tabled for next meeting pending further discussion between Records Management and the State Archives. This may require some additional descriptive language explaining that this is e-mail retention for records with a retention of seven

years or less. The Committee also thinks it might be better to describe the e-mail retention as a band in a single series, and using the second four digits of the records series to describe specific groups or types of records. As there is no immediate requirement that this schedule be in place, all parties agreed to have further discussion and present a revised version at the next SRC meeting.

Motor Vehicle Commission – prepared by Vilirie Perry

Human Resources – Payroll and Leaves Unit S790800-001 – Tabled for next meeting pending further review of the general Retention Schedule to see if this is better placed there as the Set Off Individual Liability (SOIL) Program is not unique to MVC but rather impacts all agencies.

Motor Vehicle Commission – prepared by Vilirie Perry

Customer Information and Advocacy – Surcharge Administration S792004-001 – Approved with the following change to Item 0004-0000: Change the word “Files” to “Report” in the title. Should read “Set-Off of Individual Liability (SOIL) Report.”

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

V. OTHER BUSINESS: (None)

There being no other business, the Committee adjourned at 11:43 am.



Michael Tyger
Secretary
State Records Committee