



AGENDA
STATE RECORDS COMMITTEE
May 21, 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. **Administrative Actions:**

- A. **Reading of April 16, 2015 minutes**
- B. **Announcement of Approval of Destruction Authorization:**
 - 1. Routine Request: #85-688 - #86-018
 - 2. Artemis Request: #519471 -#520247
- C. **Records Management:**
Report to the State Records Committee (See Attached)
- D. **Image Processing System Amendments / Annual Reviews:**
Report to the State Records Committee (See Attached)

II. **Imaging Certification:**

- A. **Berlin Township School District- Vilirie Perry**
- B. **Franklin Township Public School District - Vdirie Perry**
- C. **Mansfield Townshi Sch:ol District - Vlhrie Perry**
- D. **Monmouth County Sherriff's Office - Marcella Giordano**

III. **New Business:**

- A. **Records Retention Schedules: (See Attached)**
Treasury - Unclaimed Property S820833-002 - Presented by Marcella Giordano
- B. **Special Request and Authorization for Records Disposal: (See Attached)**
Old Bridge Library - Damaged Records - Presented by Vilirie Perry

IV. **Other Business: (None)**



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 I, 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 I, 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. AccuScan 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