



AGENDA
STATE RECORDS COMMITTEE
December 15, 2016
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 September 15, 2016 and September 19, 2016 Minutes**
- II. Administrative Actions:**
 - A. Announcement of Approval of Destruction Authorization:**
 1. Routine Request: #87- 445 – #87-447
 2. Artemis Request: #530088 – #531943
 - B. Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee: (See Attached)
- III. New Business:**
 - A. Records Retention Schedules:** (See Attached)
 1. **Department of Treasury** – Presented by Marcella Campbell
Unclaimed Property Administration – S820833-004
- IV. Other Business:**
 - A. Proposed Dates for State Records Committee Meetings for 2017**



STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.530.3200

www.nj.gov/treasury/

MINUTES
STATE RECORDS COMMITTEE
December 15, 2016

Michael J. Tyger, Secretary, called the 426th meeting of the State Records Committee to order at 10:05 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 present.

Mr. Tyger stated that this was the last meeting for 2016 and thanked all the members of the SRC and agencies for their support over the past year and special thanks to the staff of State Archives and Records Management for all of their expertise and assistance. Mr. Tyger also thanked all of the State and local government agencies for their valuable input regarding records issues and hoped that everyone can reflect positively on the accomplishments of 2016 as we look forward to the challenges ahead for 2017.

ATTENDANCE:

SRC: State Treasurer, Michael Tyger, Designee
Division of Local Government Services, Stacy Spera, Designee
Attorney General, Todd Wigder, Designee
State Auditor, William Robinson, Designee
Division of Archives and Records Management, Department of State, Joseph Klett

Staff: Robert Benco, Assistant Director, Revenue and Enterprise Services
Nichole Carthan, Records Manager, Records Management Services
Ellen Callahan, Supervising Archivist, Division of Archives and Records Management,
Department of State
Marcella Campbell, Technical Assistant I, Records Management Services
James Jenkins, Records Analyst III, Records Management Services
Sharon Allen, Technical Assistant II, Records Management Services
Baljinder Pannu, Technical Assistant III, Records Management Services
Vilirie D. Perry, Records Analyst I, Records Management Services

Other: Marc Marseglia, Department of Treasury, Unclaimed Property
Bienvenido Negron, Department of Treasury, Unclaimed Property
Michele Everly, Gloucester County Clerk's Office

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the September 15, 2016 Minutes five (5) yes, none (0) no.

Upon motion, seconded, the Committee voted to approve the September 19, 2016 Minutes three (3) yes, none (0) no, and two (2) abstention.

Relative to the approval of minutes, Mr. Klett stated that it was his understanding that the previous approval of minutes from January 2016 forward was pending resolution of the question of how his representation should be designated in them. Mr. Tyger responded that he believed no minutes prior to September 2016 should be changed because he received formal notification from the Department of State that Mr. Klett is the head of DARM at that time. Mr. Klett indicated that he would accept the prior minutes as they stand with the understanding that all minutes from September 2016 forward would reflect that he represents DARM. He further stated that as the Director of DARM he will be reporting to the SRC at this meeting in that capacity with regard to actions taken during the course of 2016 under statutory authority.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

- 1. Secretary Tyger announced the approval of routine hardcopy requests for disposal of public records: #87-445 – #87-447**
- 2. Secretary Tyger announced the approval of routine Artemis requests for disposal of public record: #530088 – #531943**

B. Registered Imaging Systems / Amendments / Annual Reviews: Report to the State Records Committee: (See Attached)

II. Old Business: None

III. New Business:

A. Records Retention Schedules: (See Attached)

- 1. Department of Treasury - Presented by Marcella Campbell
Unclaimed Property – S820833-004 (*New Schedule*) – Approved without changes**

IV. Other Business:

A. Proposed Dates for State Records Committee Meetings for 2017 – Approved without changes

B. Report of Public Record Recoveries in 2016:

Mr. Klett stated he had two items to report to the State Records Committee. The first item was the attached list of New Jersey government records, that is part of the official packet for the December 15, 2016 SRC meeting. These records were claimed for the State of New Jersey and successfully recovered from private possession during 2016 by and under the statutory authority

of the Division of Archives and Records Management and with the assistance from the Attorney General's office. Mr. Klett stated there were eight cases of recoveries for 2016 and he would email the formal report to the SRC members. The second item Mr. Klett reported is that the Division of Archives and Records Management, under regulations, is authorized to approve deposit agreements between local governments and other entities. Mr. Klett reported that he approved two depository agreements which will also be included in the official packet for the December 15, 2016 SRC meeting.

There being no other business, the Committee adjourned at 10:28 a.m.

A handwritten signature in blue ink, appearing to read "Michael Tyger", written over a horizontal line.

Michael Tyger
Secretary
State Records Committee