



**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](http://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**



MINUTES  
STATE RECORDS COMMITTEE  
September 15, 2016

Michael J. Tyger, Secretary, called the 424th meeting of the State Records Committee to order at 10:03 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.

**ATTENDANCE:**

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

*Staff:* Irwin Nadel, Chief of Operations, Records Management Services  
Nichole Carthan, Records Manager, Records Management Services  
Ellen Callahan, Supervising Archivist, Division of Archives and Records Management,  
Department of State  
Sharon Allen, Technical Assistant II, Records Management Services  
John Berry, Records Analyst I, Records Management Services  
Marcella Campbell, Technical Assistant I, Records Management Services  
James Jenkins, Records Analyst III, Records Management Services  
Vilirie D. Perry, Records Analyst I, Records Management Services  
Esther Watkins, Secretarial Assistant II, Records Management Services

*Other:* Robert Harbold, Department of Human Services, Division of Developmental Disabilities  
Elaine White, Department of Health  
Allison Reynolds, Jessica Uttal, Kerin Shellenbarger, Heidi Winzinger, SADC  
Ellen Callah, NSSA  
Argean Cook, NJ Transit

## **MINUTES:**

### **APPROVAL OF PREVIOUS SRC MEETING MINUTES:**

Upon motion, seconded, the Committee voted to approve the January 21, 2016 minutes three (3) yes, none (0) no, and two (2) abstention.

Mr. Joseph Klett stated at the July 21, 2016 meeting there was a Special Request for Destruction of Damage Records by Mount Olive Police Department in which a very lengthy discussion occurred between the Mount Olive Police and the Committee. Mr. Klett recommended that some language be included in the July 21, 2016 minutes to reference that was discussed; particularly whether or not Murder cases could be isolated from the trailer. Upon motion, seconded, the Committee voted to approve the July 21, 2016 minutes with changes three (3) yes, none (0) no, and two (2) abstention.

Upon motion, seconded, the Committee voted to approve the August 18, 2016 minutes four (4) yes, none (0) no, and one (1) abstention.

Mr. Klett stated that although the minutes were approved, the issue concerning his official representation is still under legal review.

### **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: #87-412 – #87-444**
- 2. Secretary Tyger announced the approval of routine Artemis requests for disposal of public record: #528473 – #530087**

#### **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 Agriculture - Presented by John Berry  
State Agriculture Development Committee – S100102-001 (*New Schedule*) – Approved with changes to record series 0004-0002, add the word “files” to the end of the title, and change the description to read “final deed templates and copies of final approvals and local ordinances.” In addition the agency will add descriptive language to record series 0004-0005 and 0004-0006.**
- 2. Department of Health – Family Health Services - Presented by John Berry  
Women, Infants and Children (WIC) – S460305-005 – Approved without changes**

3. **Department of Health – Family Health Services** - Presented by John Berry  
Community Health & Wellness Center – S460615-002 – Approved without changes
4. **Department of Health – Family Health Services** - Presented by John Berry  
Family Planning Program – S460307-002 (*Retired Schedule*) – Approved without changes
5. **Department of Health – Family Health Services** - Presented by John Berry  
Parental and Child Health Services – S460316-001 (*Retired Schedule*) – Approved without changes

**B. Special Request and Authorization for Records Disposal:** (See Attached)  
**Dept. of Human Services, Division of Developmental Disabilities, New Lisbon Developmental Center** – Damaged Records – Presented by James Jenkins – Withdrawn, pending additional information. A discussion ensued between the State Records Committee and Robert Harbold, Division of Developmental Disabilities, Department of Human Services regarding the physical condition of the records. Mr. Harbold presented a letter of assessment of the New Lisbon Development Center stored records which was added to the SRC meeting packet. Mr. Klett recommended that OSHA (Occupational Safety and Health Administration) be contacted to verify the air quality of the New Lisbon records storage facility. After verification from OSHA, Records Management Services and NJ State Archives will jointly conduct a site visit of the stored records. Mr. Tyger stated that, before this matter can be brought back to the SRC, a representative from the Department of Human Services central office must be present. Mr. Nadel recommended that Records Management staff and NJ Archives create a standards document to determine the process agencies must go through before staff can conduct a site visit for damaged records. No action will be taken by the Committee at this time.

#### **IV. Other Business:**

**A. Special SRC Meeting, September 19, 2016**

Mr. Tyger stated there was a need to call a special SRC meeting on September 19, 2016 to review and approve modifications made by the Governor’s Counsel’s Office to the proposed readoption of rules with amendments of the New Jersey Administrative Code (N.J.A.C.) Title 15:3 that was approved at the August 18, 2016 SRC meeting.

There being no other business, the Committee adjourned at 11:16 a.m.

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Michael Tyger  
Secretary  
State Records Committee



MINUTES  
SPECIAL STATE RECORDS COMMITTEE  
September 19, 2016

Michael J. Tyger, Secretary, called the 425<sup>th</sup> meeting of the State Records Committee to order at 10:17 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 three members present. Representatives from the Division of Local Government Services and the Attorney General's Office were unable to attend.

**ATTENDANCE:**

*SRC:* State Treasurer, Michael Tyger, Designee  
State Auditor, William Robinson, Designee  
Division of Archives and Records Management, Department of State, Ellen Callahan, Designee

*Staff:* Irwin Nadel, Chief of Operations, Records Management Services  
Nichole Carthan, Administrative Analyst III, Records Management Services  
Vilirie Perry, Records Analyst I, Records Management Services

**MINUTES:**

Minutes from the previous SRC meeting of September 15, 2016 will be reviewed at the next SRC Meeting.

**I. ADMINISTRATIVE ACTIONS:**

**A. Announcement of Approval of Destruction Authorizations: None**

**B. Registered Imaging Systems / Amendments / Annual Reviews: None**

**II. OLD BUSINESS: None**

**III. NEW BUSINESS: None**

**IV. OTHER BUSINESS:**

**A. Review Final Changes to N.J.A.C. 15:3**

Mr. Tyger stated this special meeting was called to discuss the proposed readoption of rules with amendments of the New Jersey Administrative Code (N.J.A.C.) Title 15:3. Mr. Tyger stated the Office of Governor’s Counsel suggested some modifications from the version that was approved at the August 18, 2016 SRC meeting. Mr. Tyger stated that once this final version is approved, the Department of State will present it to the Office of Administrative Law prior to the September 21, 2016 rule expiration date. The SRC members agreed to and made the following change during the meeting:

**N.J.A.C. 15:3-1.2 Definitions**

Remove the brackets from the statute within the “Records” definition. This definition will then be deleted in its entirety.

Upon motion, seconded, the Committee voted to approve the Proposed Readoption of Rules of N.J.A.C. 15:3 three (3) yes, none (0) no.

There being no other business, the Committee adjourned at 10:41 a.m.

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Michael Tyger  
Secretary  
State Records Committee

<b>Registered Imaging Systems / Amendments / Annual Reviews December 15, 2016</b>				
<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>New Registration:</b> Vilirie Perry	16092201- MP	Lakewood Public School District	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>New Registration:</b> Vilirie Perry	16092202- MP	Demarest School District	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>New Registration:</b> Vilirie Perry	16101301- MP	Woodbine School District	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>New Registration:</b> Vilirie Perry	16101302- MP	New Hanover Township School District	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>New Registration:</b> Vilirie Perry	16112301- MP	Clinton-Glen Gardner School District	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Amendment:</b> James Jenkins	06061506- MP	Township of Brick	Upgraded Hardware	N/A

<b>Registered Imaging Systems / Amendments / Annual Reviews December 15, 2016</b>				
<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Amendment: James Jenkins</b>	06092107- MP	Township of Egg Harbor	Approved Migration Path	OnBase
<b>Amendment: James Jenkins</b>	04041501- NM	NJ Department of Labor & Workforce Development	Upgraded Hardware	N/A
<b>Amendment: Vilirie Perry</b>	09071601- MP	Township of Middletown	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment: James Jenkins</b>	06031601- MF	Burlington County Board of Social Services	Updated Hardware	N/A
<b>Annual Review &amp; Amendment: John Berry</b>	09021901- MF	Hudson County Register of Deeds & Mortgages	Updated Disaster Recovery Plan	N/A
<b>Annual Review &amp; Amendment: Vilirie Perry</b>	08101601- MP	Township of Monroe	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA



<b>Registered Imaging Systems / Amendments / Annual Reviews December 15, 2016</b>				
<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review &amp; Amendment: Vilirie Perry</b>	11012032- MP	Monroe Township Public Schools	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment: John Berry</b>	11051901- MP	New Jersey State Police, DNA Laboratory	Approved Migration Path	Dell Technologies
<b>Annual Review &amp; Amendment: Vilirie Perry</b>	11051905- MP	Upper Saddle River School District	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment: Vilirie Perry</b>	11102001- MP	New Jersey Transit	Approved Migration Path	N/A
<b>Annual Review &amp; Amendment: Vilirie Perry</b>	13012406- MP	Rancocas Valley Public Schools	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment: Vilirie Perry</b>	13071802- MP	Washington Township Public Schools	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA

<b>Registered Imaging Systems / Amendments / Annual Reviews December 15, 2016</b>				
<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review &amp; Amendment: Vilirie Perry</b>	12062111- MP	Edgewater Park Public Schools	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment: Vilirie Perry</b>	13091901- MP	Central Regional School District	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment: Vilirie Perry</b>	13032103- MP	Egg Harbor Township School District	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment: Vilirie Perry</b>	03101601- NM	Borough of Old Tappan	Added Record Series	N/A
<b>Annual Review &amp; Amendment: James Jenkins</b>	07101803- NM	Pinelands Commission	Added Record Series	N/A
<b>Annual Review &amp; Amendment: Marcella Campbell</b>	13121211- NM	Mercer County Board of Social Services	Added Record Series	N/A
<b>Annual Review: Marcella Campbell</b>	08032004- MF	County of Sussex Clerk's Office	N/A	N/A

<b>Registered Imaging Systems / Amendments / Annual Reviews December 15, 2016</b>				
<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review: Marcella Campbell</b>	08071702- MF	County of Sussex Office of the Clerk E-Recording	N/A	N/A
<b>Annual Review: Vilirie Perry</b>	13091904- MP	Hackettstown Public School District	N/A	N/A
<b>Annual Review: Vilirie Perry</b>	13091905- MP	Lawrence Township Public Schools	N/A	N/A
<b>Annual Review: Vilirie Perry</b>	13121205- MP	Wood-Ridge School District	N/A	N/A
<b>Annual Review: James Jenkins</b>	16032403- MP	Township of Denville	N/A	N/A
<b>Annual Review: Vilirie Perry</b>	13091909- NM	Rowan University SOM	N/A	N/A
<b>Annual Review: John Berry</b>	13121210- NM	Gloucester County Division of Social Services	N/A	N/A

**Registered Imaging Systems / Amendments / Annual Reviews December 15, 2016**

<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review: James Jenkins</b>	14032014- NM	Bergen County Board of Social Services	N/A	N/A

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
<b>DEPARTMENT SCHEDULE HEADING</b>	Treasury	<b>AGENCY # S820833</b>	
<b>DIVISION:</b>		<b>SCHEDULE # 004</b>	
<b>BUREAU:</b>	Unclaimed Property Administration	<b>PAGE # 1</b>	<b>OF</b> 2

**RETENTION SCHEDULE AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	Treasury/ Unclaimed Property Administration
<b>FORMER AGENCY NUMBER</b>	S820833-003

**RECORDS SERIES LEVEL AMENDMENTS**

RECORD SERIES #	RECORDS SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Unclaimed Property Claim Forms	Superseded, Title, and Retention	Header Record	S820833-004/ RS#0001-0000 <b>Unclaimed Property Administration Claim Documentation</b> <b>Retention: 7 Years after claim filed</b>
0001-0001	Unclaimed Property Claim Forms-Resolved	Obsolete	Retention: 7 years after resolution	Combined with S820833-004 RS#0001-0000
0001-0002	Unclaimed Property Claim Forms Unresolved With Proper Documentation	Obsolete	Retention: 7 years after claim filed	Combined with S820833-004 RS#0001-0000
0001-0003	Unclaimed Property Claim Forms Unresolved Without Proper Documentation	Obsolete	Retention: 3 years after claim filed	Combined with S820833-004 RS#0001-0000

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> S820833	<b>SCHEDULE #</b> 004	<b>PAGE #</b> 2 OF 2
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<b>RECORD SERIES #</b>	<b>RECORDS SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0002-0000	Holder Information Files	Superseded, Title		S820833-004/ RS#0002-0000  <b>Holder Reporting</b>

# STATE OF NEW JERSEY



## Treasury-Unclaimed Property Administration

**S820833-004**

Records Retention and Disposition Schedule		Agency: S820833	Schedule: 004	Page #:1 of 1
<b>Department:</b>	Treasury-Unclaimed Property Administration	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Unclaimed Property Administration Claim Documentation --- Includes: Claim Form, affidavit, correspondence, screen prints of database and related documentation.					P	7 Years after claim filed	3 Years after claim filed	Destroy	
0002-0000	Holder Reporting --- Includes all information on property retained by a holder and related reports regarding auctions, sales and appraisal.					P	7 yrs after property is transferred	3 yrs after property is transferred	Destroy	
0003-0000	Audit Reports And Work Papers --- Consists of field audits of corporations for property reported or unreported.					P	7 Years	3 Years	Destroy	



**PROPOSED  
STATE RECORDS COMMITTEE MEETINGS  
FOR 2017**

**DATE OF MEETING**

**January 19**

**February 16\***

**March 16**

**April 20\***

**May 18**

**June 15\***

**July 20**

**August 17\***

**September 21**

**October 19\***

**December 21**

**\*Indicates a meeting may be called for emergency or special purposes**