STATE OF NEW JERSEY
STATE RECORDS COMMITTEE
PO BOX 661, TRENTON, NJ, 08625-0661 609.530.3200
www.nj.gov/treasury/

AGENDA
STATE RECORDS COMMITTEE
January 19, 2017
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 December 15, 2016 Minutes

II. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
Artemis Request: #531944 – #532508

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. **New Jersey Transit** – Presented by Vilirie Perry
Administrative Support – Engineering and Construction – Environmental Services
S808442-003 *(Retired Schedule)*

2. **New Jersey Transit** – Presented by Vilirie Perry
Admin Support / Capital Planning & Programs
S808800-006 *(Retired Schedule)*

3. **New Jersey Transit** – Presented by Vilirie Perry
S800000-001 *(New Schedule)*

IV. Other Business: (None)

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MINUTES
STATE RECORDS COMMITTEE
January 19, 2017

Michael J. Tyger, Secretary, called the 427th 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 there is a quorum with all members present. Mr. Tyger welcomed DAG Susan Scott from the Office of the Attorney General to the State Records Committee and also noted that DAG Valentina Dipippo, who was not present at the meeting, will serve as the alternative designee for the Attorney General.

ATTENDANCE:

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

Staff: 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: David Brice, Michele Everly, Gloucester County Clerk's Office

The following attended via telephone conference:
Argean Cook, Joan DePaolo, Lisa Dickinson, Diana Gonzalez, Pat Rich, Evelyn Gonzalez, NJ Transit

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the December 15, 2016 Minutes four (4) yes, one (1) abstention (Ms. Scott) and none (0) no, with a correction to the attendee's name from "Michelle Every" to "Michele Everly".

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
1. Secretary Tyger announced the approval of routine Artemis requests for disposal of public records: #531944 – #532508
Mr. Tyger was pleased to note that there were no Paper Disposal Requests for this meeting due to the agencies utilizing the Artemis system for disposal of public records.

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. **NJ Transit** - Presented by Vilirie Perry
Administrative Support – Engineering and Construction – Environmental Services
S808442-003 *(Retired Schedule)* – Approved without changes

2. **NJ Transit** - Presented by Vilirie Perry
Administrative Support / Capital Planning & Programs
S808800-006 *(Retired Schedule)* – Approved without changes

3. **NJ Transit** - Presented by Vilirie Perry
S8000000-001 *(New Schedule)* – Approved with change to record series 0005-0002 to correct spelling of "NHT" to "NJT."

IV. Other Business:

Mr. Klett mentioned that Heather Taylor from the Governor's Council's office contacted State Archives regarding the transfer of gubernatorial records at the end of the term and asked specifically how the electronic records will be retained at the State Archives. Mr. Klett hopes that will be a catalyst to move forward with the archives electronic records infrastructure.

Mr. Tyger stated that he had an item that does not require an action by the SRC but wanted to update the Committee about the approved flow chart from the July 21, 2016 SRC meeting. This flow chart is for the review of the disposal of the hard copy versions of scanned records with permanent archival review retention. Mr. Tyger stated that, although non-routine requests have not yet been presented to the SRC, progress has been made. Mr. Tyger mentioned that DORES has offered to pay for storage of non-routine records temporarily during the review process.

Ms. Carthan stated that DORES has offered to store records that have been pending for 45 business days or more. Ms. Carthan also noted that DORES has taken possession of three boxes from Bernards Township that are still pending archival review and also has extended the storage offer to Sussex County who has a large volume of boxes pending. Mr. Klett had concerns regarding the storage of non-routine requests by DORES in that he did not wish to inconvenience the agency for the storage of records for a short time pending the review and approval for destruction. Mr. Klett also stated that the relocation of the records might further complicate the review process, and stressed that keeping order of the records if moved to temporary storage is extremely important.

Ms. Carthan presented an activity report of the non-routine requests that are currently pending for archival review to the SRC members to be included as part of the January 19, 2017 packet. Mr. Klett mentioned that there should be meetings between Archives and DORES to streamline the non-routine records storage procedure. He also noted that the review process has been very valuable in identifying certain records series currently listed as permanent that should not be permanent. Mr. Klett stated that, because this is the first year using the new procedures, the process is taking longer for archival review. Mr. Tyger agreed with Mr. Klett that there are a lot of precedents to establish, but the process should go smoother and quicker with time.

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

Michael J. Tyger
Secretary
State Records Committee