



**AGENDA**  
**SPECIAL STATE RECORDS COMMITTEE**  
**August 18, 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. Administrative Actions:**
  - A. Announcement of Approval of Destruction Authorization: None**
  - B. Registered Imaging Systems / Amendments / Annual Reviews: None**
- II. Old Business: None**
- III. New Business:**
  - A. Records Retention Schedules: None**
- IV. Other Business: Re-Adoption of N.J.A.C. 15:3 with Non-Substantive Changes**



MINUTES  
SPECIAL STATE RECORDS COMMITTEE  
August 18, 2016

Michael J. Tyger, Secretary, called the 423rd 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. Stacy Spera, Designee  
Attorney General, Todd Wigder, Designee  
State Auditor, William Robinson, Designee  
State Archives, Joseph Klett

*Swjf* Irwin Nadel. Chief of Operations, Records Management Services  
Bob Benco, Senior Executive Service, Revenue and Enterprise Services  
Anthony Johnson, Administrative Analyst III. Records Management Services  
Nichole Carthan, Administrative Analyst III, Records Management Services  
John Berry, Records Analyst I, Records Management Services  
Marcella Campbell, Technical Assistant I, Records Management Services  
Virma Guzman-Reyes. Head Audit Account Clerk. Records Management Services  
James Jenkins. Records Analyst III, Records Management Services  
Sharon Allen. Technical Assistant 11, Records Management Services  
Baljinder Pannu, Technical Assistant III, Records Management Services  
Ellen Callahan, Supervising Archivist, NJ State Archives, Department of State

*Other:* Marc Pfeiffer. Rutgers  
Art Stark, AccuScan  
Argean Cook. Stephen Sopko, Diana Gonzalez. NJ Transit  
Dan Freed. Sussex County  
Denise Szabo, MCANJ  
David Brice, Michele Everly. Gloucester County

**MINUTES:**

Minutes from the previous SRC Meeting of July 21, 2106 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. Re-Adoption of N.J.A.C. 15:3 with non-substantive changes (See Attached)**

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, that was presented at the July 21, 2016 SRC Meeting. Mr. Tyger indicated that this version will discuss the non-substantive changes to the N.J.A.C. 15:3; thus a proposal can be filed prior to the expiration date to the rules for September 2016. SRC Members agreed to and made the following changes during the meeting:

**Summary;**

Remove "N.J.S.A. 19:4-10, 19:23-45, 19:31-6.4a through 6.9, and 19:31-30" and replace with "N.J.S.A. 47:3-20."

Mr. Wigder suggested that all subchapters in Title N.J.A.C. 15:3-9 to be worded the same for uniformity. SRC Members agreed to have all of the subchapters consistent and Mr. Tyger stated that the revisions do not require approval of the committee. Mr. Klett agreed to the changes and indicated that the Department of State will update the changes to the Proposed Readoption of Rules with Amendments.

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

"Local government" the following paragraph was changed from: "Any county, city, town, municipality, or other government of a political subdivision, created by an act of the Legislature or the State;" to read as:

"Any county, city, town, municipality, or other government of a political subdivision, created by an act of the Legislature or the State, or combination of political subdivisions or any department, division, board, bureau, or office thereof;"

Delete the definition for "Public Record(s)" in its entirety.

**N.J.A.C. 15:3-1.3 Systems of recording; rules; alteration, correction, and revision of records**  
(a[b]), Remove “pursuant to (a) above” in the sentence “In doing so, public agencies shall conform to the rules promulgated by the Division pursuant to (a) above...”

**N.J.A.C. 15:3-2.1 Retention and disposition of public records**  
(b[c]) 2. Add “Registration” in front of “Image Processing Systems” place brackets before and after “Certification”.

**N.J.A.C. 15:3-2.2 Disposal of public records**  
(c) 1. Replace “and” with “and/or.”  
(c) 2. Add “or the records are not required for further audit” at the end of the sentence.  
(d) 3. vii. Add “month and” before “year”.

**N.J.A.C. 15:3-2.7 Standards for paper for permanent records**  
Change from “(c[d])” to “(d)”.

**N.J.A.C. 15:3-4.3 Image processing systems**  
Remove italics from letters “(l)” and “(o)”

**N.J.A.C. 15:3-5.4 Responsibilities of the Division**  
(b), Remove “See “N.J.A.C. 15:3-5.5(e)”

**N.J.A.C. 15:3-6.3 Record storage facility**  
(c) 10. Add “Motion Picture” before “Film.”  
(c) 10. ii, Add “Motion Picture” before “Film.”

**N.J.A.C. 15:3-6.4 Storage of microforms and other processed film**  
(c) 1. iv, Change “updateable” to “updateable.”  
(c) 1. v, Change “aperature” to “aperture.”  
(c) 2. ii (1) (B) & (C), Change order of the sentence from: “Processed Photographic Films, Plates and Papers, Photographic Filing Enclosures for Storing, Requirements for” to read as:  
“Requirements for processed Photographic Films, Plates and Papers, Photographic Filing Enclosures for Storing.”  
(c) 4. i. (2) (D), Change “as” to “a” in the first sentence.

Upon motion, seconded, the Committee voted to approve the Proposed Readoption of Rules of N.J.A.C. 15:3 five (5) yes, none (0) no.

Mr. Pfeiffer asked what the definition of vital records is and Mr. Klett responded that and other issues will be discussed in future meetings with the Department of State regarding the current proposal to streamline the rules.

There being no other business, the Committee adjourned at 10:53 a.m.



Michael Tyger  
Secretary  
State Records Committee