STATE OF NEW JERSEY

STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.530.3200
www.treas.state.nj.us

AGENDA
STATE RECORDS COMMITTEE
December 12, 2013
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
Reading of the September 19, 2013 minutes

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorization:

1. **Routine Request: #82-289 - #82-836 (exception to series 82 numbers are:**
298,345,384,385,387,410,420,421,438,443,464,468,477,489,493,504,510,511,512,516,520,521,524,526,528,529,533,534,541,561,565,575,584,585,591,592,595,597,600,602,603,604,607,609,610,612,613,614,615,616,617,618,622,624,625,626,627,628,629,630,631,632,633,634,635,636,637,638,639,640,641,646,651,653,669,675,677,681,682,683,684,685,686,687,690,691,692,693,694,698,699,704,706,720,721,722,723,726,729,730,731,732,733,734,735,736,737,739,740,741,742,743,744,745,746,747,748,749,751,752,753,754,755,756,757,758,759,760,761,762,763,764,765,766,767,769,771,773,778,783,784,785,787,788,792,794,795,796,800,801,802,804,805,806,807,808,809,810,811,812,813,814,815,816,817,818,819,820,821,822,823,824,825,826,827,828,829,831)
2. **Artemis Request: #513162 - #513782**

B. Records Management:
Report to the State Records Committee: None

C. Image Processing System Certification:
Report to the State Records Committee: (See attached)

II. IMAGING CERTIFICATION:

A. South Brunswick Board of Education
B. Randolph Board of Education
C. Branchburg Board of Education
D. Edison Board of Education
E. Wood-Ridge Public School District
F. Morris County Surrogate's Office
G. Greystone Park Psychiatric Hospital
H. North Hudson Sewer Authority
I. Department of Human Services DIMS Enterprise System
J. Gloucester County Division of Social Services DIMS
K. Mercer County Board of Social Services DIMS
L. Salem County Board of Social Services DIMS

III. OLD BUSINESS:

A. **Image Certifications:** None

B. **Retention Schedules:** None

C. **Special Request and Authorization for Records Disposal:** None

D. **Other:** None

IV. NEW BUSINESS:

A. Records Retention Schedules:
Motor Vehicle Commission – prepared by Vilirie Perry
Facilities and Support Services, Imaging Services Center (ISC) – Imaging Unit/Transaction Review S794001-002 Item 0007-0000

B. Special Request and Authorization for Records Disposal: None

V. OTHER BUSINESS: None

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MINUTES
STATE RECORDS COMMITTEE
December 12, 2013

Michael J. Tyger, Secretary, called the 407th meeting of the State Records Committee to order at 10:10 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 this would be the last meeting of 2013. He noted the many achievements over the past year and wanted to extend a thank you to the Records Management and Archives staff that made it happen. He has a deep appreciation for both the staff and the client agencies whose efforts make the State Records Committee look good. Mr. Tyger also thanked his colleagues for their time and effort and also their concern and attention that they continue to demonstrate with regard to the records of the State. He stated that it was his pleasure to serve with the members of the Committee. Finally he wanted to thank the State and Local agencies who we work with all year long. The goal is to collaborate with the agencies to properly manage and preserve the records and he feels that we have accomplished that.

2013 was a year of transition which included numerous staff changes and procedure changes. Some changes have worked very well and some are still a work in progress, but we have made some significant steps and are certainly well-positioned to achieve even more in 2014.

Joseph Klett spoke on behalf of the members of the committee and the Records Management and Archives staff by thanking Mr. Tyger for all that he has done for the last few years. Mr. Klett also wanted to thank Mr. Tyger personally for how he had navigated us through the ups and downs during the last few years.

ATTENDANCE:

SRC: Attorney General, Lisa Dorio Ruch, designee
Division of Local Government Services, Erin Mallon Knoedler, designee
State Auditor, William Robinson, designee
State Treasurer, Michael Tyger, designee
State Archives, Joseph Klett

Staff: Peter Lowicki, Department of the Treasury, DORES
Stephen Crescenzi, Chief of Operations, DORES
Irwin Nadel, Chief of Operations, Treasury
Kathryn Cornell, Program Technician, Records Management Services
Barbara Goszka, Acting Deputy Manager for Records Management and Imaging Services, Records Management Services
Argean Cook, Records Analyst II, Records Management Services
Maureen Hedden, Administrative Analyst II, Records Management Services
Karen Perry, Records Analyst I, Records Management Services
Vilirie Perry, Records Analyst 1, Records Management Services
Beth Whetstone, Supervisor, Records Management, Records Management Services
Ellen Callahan, NJ Archives, Department of State

Others: Brielle Mills, Jonathan Klama, MVC
Peter Nelson, Office of Information Systems, Department of Human Services
Jeffrey Foster, Information Technology Specialist, Division of Family Development
Dustin Artman, Department of Human Services
Ross Friedman, Suzanne Barismel, Greystone Park Psychiatric Hospital

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:
Upon motion, seconded, the Committee voted to approve the September 19, 2013 minutes four (4) yes, none (0) no, and one (1) abstention.

Barbara Goszka wanted to clarify on page three of the September 19th minutes that Rowan University School of Osteopathic Medicine was not the first approval of a medical records system for New Jersey but that it was one of the first.

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: #82-289 - #82-836 (exceptions of series 82 numbers are: 298,345,384,385,387,410,420,421,438,443,464,468,477,489,493,504,510,511,512,516,520,521,524,526, 528,529,533,534,541,561,565,575,584,585,591,592,595,597,600,602,603,604,607,609,610,612, 613,614,615,616,617,618,622,624,625,626,627,628,629,630,631,632,633,634,635,636,637,638,639,640, 641,646,651,653,669,675,677,681,682,683,684,685,686,687,690,691,692,693,694,698,699,704,706,720, 721,722,723,726,729,730,731,732,733,734,735,736,737,739,740,741,742,743,744,745,746,747,748,749, 751,752,753,754,755,756,757,758,759,760,761,762,763,764,765,766,767,769,771,773,778,783,784,785, 787,788,792,794,795,796,800,801,802,804,805,806,807,808,809,810,811,812,813,814,815,816,817,818, 819,820,821,822,823,824,825,826,827,828,829,831)

2. Artemis Request: #513162 - #513782

B. Records Management:

Report to the State Records Committee: None

C. Image Processing System Certification:

Report to the State Records Committee: (See attached)

Mr. Tyger stated that he was encouraged by the fact that a number of these systems are not just renewals but are adding additional records series.

II. IMAGING CERTIFICATION:

A. South Brunswick Board of Education – South Brunswick Board of Education proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13121201-MF)

B. Randolph Board of Education – Randolph Board of Education proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13121202-MF)

C. Branchburg Board of Education– Branchburg School District proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13121203-MF)

D. Edison Board of Education– Edison Board of Education proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13121204-MF)

E. Wood-Ridge Public School District– Wood-Ridge Public School District proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13121205-MF)

F. Morris County Surrogate's Office– Morris County Surrogate's Office proposed an imaging system. EMC is the vendor. Alternative Micrographics will produce their archival microfilm. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13121206-MF)

G. **Greystone Park Psychiatric Hospital**– Greystone Park Psychiatric Hospital proposed an internally designed imaging system. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13121207-NM)

Mr. Tyger asked Ross Friedman and Suzanne Barismel of Greystone Park Psychiatric Hospital what is the volume of their records which they responded as 100's of boxes. Joseph Klett offered assistance from Ellen Callahan of the State Archives if required to assist with determining how to handle records that could have historic value.

H. **North Hudson Sewer Authority**– North Hudson Sewer Authority proposed an imaging system. DocuNav Solutions is the vendor. The paper documents will serve as the eye-readable back up. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13121208-NM)

I. **Department of Human Services DIMS Enterprise System**– The Department of Human Services proposed an imaging system for their DIMS project. IBM is the vendor. The paper documents will serve as the eye-readable back-up. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13121209-NM)

Mr. Peter Nelson, Jeffrey Foster and Dustin Artman were present to represent the Department of Human Services. Mr. Tyger asked what DIMS stood for and Mr. Nelson responded Document Imaging Management Systems. The Human Services system will initially be tested with three pilot counties (see below) and then DIMS can be expanded for use in all 21 counties.

J. **Gloucester County Division of Social Services**– Gloucester County Division of Social Services proposed an imaging system for their DIMS project. IBM is the vendor. The paper documents will serve as the eye- readable back-up. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13121210-NM)

K. **Mercer County Board of Social Services**– Mercer County Board of Social Services proposed an imaging system for their DIMS project. IBM is the vendor. The paper documents will serve as the eye-readable back-up. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13121211-NM)

L. **Salem County Board of Social Services-** Salem County Board of Social Services proposed an imaging system for their DIMS project. IBM is the vendor. The paper documents will serve as the eye-readable back-up. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13121212-NM)

III. OLD BUSINESS:

A. Image Certifications: None

B. Retention Schedules: None

C. Special Request and Authorization for Records Disposal: None

D. Other:

Mike Tyger received a follow up letter from Department of Transportation in October regarding their retention schedule conditionally approved in July, 2013. DOT reports that they have four remaining meetings because they are meeting with different sections to drill down on all the questions received from the State Archives. They were going to meet on November 7, 14 and 25. After those meetings there they were going to go through an internal process to review all of their revisions with their Assistant Commissioners for final sign off and commentary. The comments will be due to the Office of the Inspector General at DOT by Friday, January 10, 2014. Between January 10 and 31 they will integrate those comments and that will be with discussion from Records Management and they hope by April they will be able to present the finalized Records Retention Schedule to the Committee. Mr. Klett stated that the Archives staff has been very satisfied with the process and progress to date.

Mr. Klett brought up the topic of Electronic Archives and that he received support from OIT. The topic is also a discussion item for the FY2015 budget process, with the hope of getting some funding to add staff to the State Archives that have expertise in Electronic Archives. In the interim, a group will begin to assist with further defining some system needs and requirement, which ultimately will lead to a formal Business Case Review with OIT.

IV. NEW BUSINESS:

A. Records Retention Schedules:

<u>Motor Vehicle Commission</u> – prepared by Vilirie Perry

Facilities and Support Services, Imaging Services Center (ISC) – Imaging Unit/Transaction Review S794001-002 Item 0007-0000 – Approved without change

B. Special Request and Authorization for Records Disposal: None

V. OTHER BUSINESS:

Barbara Goszka informed the Committee of the restructuring of the Management Staff of DORES which included Peter Lowicki as Deputy Director, Steve Crescenzi as Assistant Director and Irwin Nadel as Records Management Chief. Mr. Lowicki thanked the Committee for allowing him to attend the meeting.

Joseph Klett discussed the use of "Permanent" in the "Retain in Agency" column on Retention Schedules. He suggested that there be a time period rather than the word permanent. While not requiring any formal vote or action at this time, the Committee discussed and agreed in concept that we should be trying to move toward a defined period rather than permanent for agency retention. The concept of permanent retention is best handled by the State Archives.

There being no other business, the Committee adjourned at 11:10 am.

Michael Tyger
Secretary
State Records Committee