



AGENDA
STATE RECORDS COMMITTEE
December 17, 2015
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 17, 2015 minutes**
- II. Administrative Actions:**
 - A. Announcement of Approval of Destruction Authorization:**
 1. Routine Request: #86-880 - #87-263
 2. Artemis Request: #522031 - #523223
 - B. Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee
- III. Old Business:**
 - A. Records Retention Schedules:**
State General Schedule – Presented by Irwin Nadel
Electronic Records – G100000-008 Items 2211-0000 – 2216-0000
- IV. New Business:**
 - A. Records Retention Schedules:**
State General Schedule – Presented by Nichole Carthan
Affirmative Action/Equal Employment Opportunity Complaint Case File - G100000-008 Item 0700-0000
 - B. Special Request and Authorization for Records Disposal:**
Greenbrook Regional Center – Damaged Records – Prepared by James Jenkins
- V. Other Business:**
 1. Proposed Dates for State Records Committee Meetings for 2016



MINUTES
STATE RECORDS COMMITTEE
December 17, 2015

Michael J. Tyger, Secretary, called the 420th meeting of the State Records Committee to order at 10:13 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 Cameryn Hinton from the Office of the Attorney General and Joseph Tate representing the Department of Community Affairs to the State Records Committee.

Mr. Tyger stated that this was the last meeting for 2015 and he thanked everyone for their hard work and input in making 2015 a successful year for the State Records Committee.

ATTENDANCE:

SRC: State Treasurer, Michael Tyger, designee
State Auditor, William Robinson, designee
Division of Local Government Services, Joseph Tate, alternate designee
Attorney General, Cameryn Hinton, alternate designee
State Archives, Joseph Klett

Staff: Sharon Allen, Technical Assistant II, Records Management Services
John Berry, Records Analyst I, Records Management Services
Ellen Callahan, Supervising Archivist, NJ State Archives, Department of State
Marcella Campbell, Technical Assistant I, Treasury
Nichole Carthan, Records Manager, Records Management Services
James Jenkins, Records Analyst III, Records Management Services
Irwin Nadel, Chief of Operations, Records Management Services
Baljinder Pannu, Data Entry Operator, Records Management Services
Vilirie D. Perry, Records Analyst I, Records Management Services

Other: Elaine White, Department of Health
Maria Lisa Bazela, Christina Napolitano, Bergen County, Office of the County Clerk
Patricia Rich, Toi Fisher, Lisa Dickson, Joan DePaolo, Joyce Zuczek, Argean Cook,
Meghan Umukoro, NJ Transit
David Brice, Michelle Everly, Gloucester County Clerk's Office
Robert Harbold, Department of Human Services, Division of Developmental Disabilities
Joanne McKinley, Sal Coppola, Joseph Falca, Accses NJ/CNA Services
Robert Gallagher, Jersey City
Dan Freed, Sussex County
Marc Pfeiffer, Bloustein Local
Allen Kurdyla, Somerset City
Torey King, Mercer County Clerk's Office

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the September 17, 2015 minutes five (5) yes, none (0) no.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorizations:

1. Secretary Tyger announced the approval of routine hardcopy request for disposal of public Records: #86-880 - #87-263
2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #522031 - #523223

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

II. OLD BUSINESS:

A. Records Retention Schedules (See Attached)

State General Schedule (Electronic Records) – Presented by Irwin Nadel – Item 2211-0000 – 2216-0000 - Approved with minor changes to description of series 2215-0000 and added final disposition “Destroy” to series 2212-0000.

III. NEW BUSINESS:

A. Records Retention Schedules (See Attached)

State General Schedule – Presented by Nichole Carthan
Affirmative Action/Equal Employment Opportunity Complaint Case File – G100000-008 Item 0700-0000 – Increase to retention time based on operational need requested by NJ Department of

Health and supported by the Director of the Division of Equal Employment opportunity and Affirmative Action, Civil Service Commission – Approved without changes.

- B. Special Request and Authorization for Records Disposal** – Presented by James Jenkins
Green Brook Regional Center – Damaged Records – Tabled until future SRC Meeting. This Special Request and Authorization for Records Disposal matter was brought to the Department of Archives and Records Management (DARM) in 2011, but it was never concluded at that time. Mr. Harbold, of the Department of Human Services, Division of Developmental Disabilities (DDD), stated that he became aware of this matter in the spring of 2015 and that he contacted the Division of Revenue and Enterprise Services (DORES), regarding resolution. Mr. Harbold stated that per reports, staff attempted to access records in 2011 but were exposed to mold and had to abandon their efforts. Mr. Harbold stated a restoration company was brought in around May 2015 to get an estimate of damages and that was when it was determined the boxes had too much mold and were unsalvageable. There are approximately 1,110 records and the records are currently being kept in a metal trailer located at Green Brook Regional Center. Ms. Callahan asked if there is a master list or documentation to know where the clients or client records have gone, and that apparently does not exist. Mr. Tyger asked if there any electronic files and Mr. Harbold said there are none for Princeton Developmental Center, but the files are now kept electronically. Mr. Klett stated that he had two concerns, the first being the inability for Archives to do Archival Review and secondly, what other kinds of records, besides client records, might be in the trailer. Mr. Tyger and Mr. Klett suggested contacting a restoration company that can inventory the records to identify the clients whose records are in the trailer, and any other records that may also be stored there. Mr. Harbold agreed to have a company look over the records and to present the findings to the SRC. Mr. Tyger asked for Mr. Harbold to get quotes for both inventorying the records (to find out whose records they are and to cross reference them with the current patient files) and to properly destroy the records to protect client confidentiality and maintain safety in the destruction process. Ms. Carthan asked committee members if another schedule can be added to this request for damaged records for DDD as there are other community service client files that may also have mold on them. However, Mr. Tyger stated he would prefer to keep that record destruction request (for a different DDD location) separate. Mr. Tyger commended and thanked Mr. Harbold for taking the initiative in coming forward regarding the records. The SRC will look at this request further at a future meeting once additional details are available.

IV. OTHER BUSINESS: (See Attached)

1. Proposed Dates for State Records Committee Meeting for 2016 – Dates were approved as proposed (list attached).
2. There was discussion from Mr. Pfeiffer who wanted to request that, for future SRC meetings, a more detailed agenda be provided in advance so that interested parties would have a better opportunity to determine if they should attend a meeting. State Records Committee members agreed that it was a good idea; however Mr. Tyger stated that the dilemma is that the Agenda has to be posted to the newspapers far in advance. Mr. Tyger stated that due to the reporting requirements of the Open Public Records Act, to make a timely announcement to the newspapers, it is difficult to provide a detailed final Agenda at that time. Mr. Klett suggested posting documents in advance online and Mr. Pfeiffer agreed it was an excellent idea for future SRC meetings. Mr. Nadel stated that every effort will be made to post detailed agendas and

supporting documents online in advance for future meetings. If online posting is not successful, some type of List Serve or e-mail to interested parties regarding the State Records Committee Agenda may be explored.

There being no other business, the Committee adjourned at 11:23 a.m.



Michael Tyger
Secretary
State Records Committee