



AGENDA
SPECIAL STATE RECORDS COMMITTEE
January 24, 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 December 13, 2012 minutes

ADMINISTRATIVE ACTIONS:

- A. **Announcement of Approval of Destruction Authorization:**
 - 1. Routine Request:# 81-195 - #81-378
 - 2. Artemis Request #510145 - #510462
- B. **Records Management**
Report to the State Records Committee: None
- C. **Image Processing System Certification:**
Report to the State Records Committee (See attached)
- D. **PARIS Grants and Records DIRECT Programs:**
 - 1. Report to the State Records Committee
 - 2. PARIS Close-out Report

II. IMAGING CERTIFICATION:

- A. Warren County Technical School
- B. New Milford Board of Education
- C. Hillsborough Board of Education
- D. City of Burlington Public School District
- E. Lincoln Park Public Schools
- F. Rancocas Valley Regional High School
- G. Jefferson Township School District
- H. Berkeley Heights Board of Education
- I. Mendham Borough Board of Education

III. OLD BUSINESS

- A. **Image Certifications:** None
- B. **Retention Schedules:** None
- C. **Request and Authorization for Records Disposal:** None
- D. **PARIS Grants and Records DIRECT Programs:** None
- E. **Other:**
Revision of New Jersey Administrative Code (N.J.A.C.) Title 15:3-2 and 15:3-4

IV. NEW BUSINESS

- A. **Records Retention Schedules:** None
- B. **Special Request and Authorization for Records Disposal:** None
- C. **Public Archives and Records Infrastructure Support (PARIS) Grants Program**
PARIS Grants Action Items: None

V. OTHER BUSINESS:

- 1. Title 46 revision implementation rules



MINUTES
STATE RECORDS COMMITTEE
January 24, 2013

Michael J. Tyger, Secretary, called the 401st meeting of the State Records Committee to order at 10:02 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.

ATTENDANCE:

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

Staff: James J. Fruscione, Director, Division of Revenue and Enterprise Services
Robert Benco, Chief of Operations, Records Management Services
John Berry, Records Analyst I, Records Management Services
John Chepega, Administrative Analyst II/DP, Records Management Services
Argean Cook, Records Analyst II, Imaging Certification Unit, Records Management Services
Kathryn Cornell, Program Technician, Records Management Services
Robert Fabio, Administrative Analyst I, Records Management Services
Maureen Hedden, Administrative Analyst II, Records Management Services
Barbara Goszka, Acting Deputy Manager for Records Management and Imaging Services,
Records Management Services
Karen A. Perry, Records Analyst I, Records Management Services
Vilirie D. Perry, Records Analyst I, Records Management Services
Howard Schwartz, Supervisor of Records Management Services
Melissa Backes, NJ Archives, Department of State
Ellen Callahan, NJ Archives, Department of State

Other: Dan Freed, Sussex County
Maria Jacobi, Department of Transportation
Joanne McKinley, Access/CNA Services
Torey L. King, Lauren Wiley, Mercer County Clerk's Office

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

During the review of the December 13, 2012 meeting minutes the following changes were noted; Under "Minutes" regarding the October 18, 2012 meeting, the Committee voted to approve the following change: from "four (5) yes, none (0) no, and none (0) abstentions" to "five (5) yes, none (0) no, and none (0) abstentions." Under New Business: A. Records Retention Schedules #2 should read Department of Labor and Workforce Development. Place a *parenthesis* before Morris County under New Business B Special Request and Authorization for Records Disposal. In paragraph 2 of New Business B should read "Upon motion, seconded, the Committee approved the request and authorization for records disposal from the Mine Hill Township, Municipal Clerk, emphasizing that it should be made clear to the Clerk that the Township has an ongoing responsibility *to retain this information from any source available.*"

Upon motion, seconded, the Committee voted to approve the December 13, 2012 minutes five (5) yes, none (0) no, and none (0) abstentions.

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: #81-195 - #81-378.
2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #510145 - #510462.

B. Records Management

Report to the State Records Committee: None

C. Imaging Processing System Certification:

Report to the State Records Committee (See attached)

D. PARIS Grants and Records DIRECT Programs:

1. Report to the State Records Committee None

2. PARIS Close-out Report:

a. Paterson City

Melissa Backes, NJ State Archives, stated that Paterson City has been closed out and there are no more PARIS open projects for 2009-2010. On behalf of the Committee, Mr. Tyger thanked Melissa for her excellent work and leadership in successfully closing out all the open PARIS grants.

II. IMAGING CERTIFICATION

- A. Warren County Technical School** – Warren County Technical School proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Penny Imaging Exchange Inc. will produce their archival microfilm. Ms. 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 # 13012401-MF)

- B. New Milford Board of Education** – New Milford Board of Education proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Penny Imaging Exchange Inc. will produce their archival microfilm. Ms. 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 # 13012402-MF)
- C. Hillsborough Board of Education** – Hillsborough Township Public School proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Penny Imaging Exchange Inc. will produce their archival microfilm. Ms. 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 # 13012403-MF)
- D. City of Burlington Public School District** – City of Burlington Board of Education proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Penny Imaging Exchange Inc. will produce their archival microfilm. Ms. 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 # 13012404-MF)
- E. Lincoln Park Public Schools** – Lincoln Park Public Schools propose an imaging system. AccuScan Digital Archival Solutions is the vendor. Penny Imaging Exchange Inc. will produce their archival microfilm. Ms. 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 # 13012405-MF)
- F. Rancocas Valley Regional High School** – Rancocas Valley Regional High School proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Penny Imaging Exchange Inc. will produce their archival microfilm. Ms. 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 # 13012406-MF)
- G. Jefferson Township School District** – Jefferson Township School proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Penny Imaging Exchange Inc. will produce their archival microfilm. Ms. 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 # 13012407-MF)
- H. Berkeley Heights Board of Education** – Berkeley Heights Board of Education proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Penny Imaging Exchange Inc. will produce their archival microfilm. Ms. 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 # 13012408-MF)

- I. Mendham Borough Board of Education** – Mendham Borough Schools proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Penny Imaging Exchange Inc. will produce their archival microfilm. Ms. 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 # 13012409-MF)

III. OLD BUSINESS

- A. Image Certifications** – None
- B. Retention Schedules** –None
- C. Request and Authorization for Records Disposal** – None
- D. PARIS Grants and Records DIRECT Programs** – None
- E. Other:**

Revision of New Jersey Administrative Code (N.J.A.C.) Title 15:3 various sections

James J. Fruscione, Director, Division of Revenue and Enterprise Services presented a draft of revisions to Title 15 at the December 13, 2012 SRC meeting. Mr. Fruscione noted that these would be the first set of rule changes, and would lay the groundwork for future updates to the rules. SRC members indicated a need for more time to review the proposed rules and a need for clarification of what is proposed for change to better understand the draft.

Also, at the December 13, 2012 meeting, Joseph Klett, NJ State Archives, noted that action on any rule changes seemed premature without addressing the issue of an electronic records archives, especially in the current era of “born-digital” records. Mr. Tyger formally requested, on behalf of the SRC, that the Chief of Archives oversee the preparation of a proposal for an electronic records archive. Mr. Klett announced that he is close to having the final draft reviewed by the Office of the Secretary of State/Lieutenant Governor, and then it would be circulated to the SRC for review prior to our next meeting. The intent is to give all SRC members a better understanding of what is meant by a proposed electronic records archive.

Mr. Fruscione returned to the SRC meeting today with a more detailed look at the proposed rule changes, and elaborated on a PowerPoint presentation which described “*What the proposal does*” and “*What the proposal doesn’t do*”. The presentation focused on the more significant changes in the following sections of the rules:

- Sub-Chapter 15:3-1.3
- Sub-Chapter 15:3-4.3
- Sub-Chapter 15:3-4 – 4.4
- Sub-Chapter 15:3-4 – 4.5
- Sub-Chapter 15:3-4.6

Sub-Chapter 15.3 – 4.7 and 4.8
Sub-Chapter 15:3-4.10
Sub-Chapter 15:3-5.4
Sub-Chapter 15:3-5.5
Sub-Chapter 15:3-6.7

After the presentation there was discussion from several of the Committee members, and later a Question and Answer session from members and the audience. A number of revisions or enhancements were discussed, and it was concluded that a clean copy of N.J.A.C Title 15 with all the proposed revisions and enhancements be given to the SRC to review well in advance of the next meeting. The goal would be for the Committee to vote on the proposed changes so they can be advanced through the formal rulemaking process.

IV. NEW BUSINESS

- A. **Records Retention Schedules:** None
- B. **Special Request and Authorization for Records Disposal:** None
- C. **Public Archives and Records Infrastructure Support (PARIS) Grants Program**
PARIS Grants Action Items: None

V. OTHER BUSINESS:

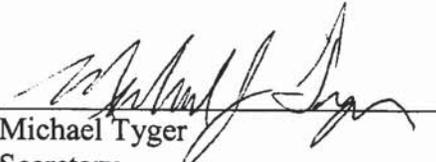
1. **Title 46 revision implementation rules**

It was discussed that the proposed new rules to implement P.L. 2011, c. 217, which encourage electronic transmission of land title recordation documents, were not ready for review. This item will instead be addressed at our next meeting.

2. **Request for a meeting February 21, 2013**

Secretary Tyger requested to schedule a February meeting (February 21st) rather than wait for the March meeting with the goal of advancing some of these proposed rules that still must go through the formal rulemaking process (publication in the New Jersey Register, Public Comment, Adoption in the NJ Register, etc.). Upon motion, seconded, the Committee voted to approve the next SRC meeting using the date already reserved for a meeting if needed, February 21, 2013, five (5) yes, none (0), and none (0) abstentions.

There being no other business, the Committee adjourned at 11:38 am.


Michael Tyger
Secretary
State Records Committee