



STATE OF NEW JERSEY  
STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.530.3200  
[www.treas.state.nj.us](http://www.treas.state.nj.us)

AGENDA  
STATE RECORDS COMMITTEE  
January 15, 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](http://www.nj.gov/treasury/revenue/rms/directions.shtml)

Announcement of Open Public Meeting  
Reading of the December 18, 2014 minutes

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorization:

1. Routine Request: #85-007 – #85-263
2. Artemis Request: #517831 - #518234

B. Records Management:

Report to the State Records Committee: (See Attached)

C. Image Processing System Certification:

Report to the State Records Committee: (See Attached)

II. IMAGING CERTIFICATION:

- A. City of East Orange – Provided by Vilirie Perry
- B. Borough of Red Bank - Provided by Marcella Giordano
- C. Union County College – Provided by Marcella Giordano

III. OLD BUSINESS:

- A. Image Certifications: None
- B. Retention Schedules: None
- C. Special Request and Authorization for Records Disposal: None
- D. Other: (See Attached)

IV. NEW BUSINESS:

- A. Records Retention Schedules: None
- B. Special Request and Authorization for Records Disposal: None

V. OTHER BUSINESS: None



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MINUTES  
STATE RECORDS COMMITTEE  
January 15, 2015

Michael J. Tyger, Secretary, called the 415th meeting of the State Records Committee to order at 10:07 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 represented.

**ATTENDANCE:**

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

*Staff:* Sharon Allen, Technical Assistant II, Records Management Services  
Vilirie D. Perry, Records Analyst I, Records Management Services  
Irwin Nadel, Chief of Operations, Records Management Services  
Beth Whetstone, Supervisor Information and Control, Records Management Services  
James Jenkins, Data Entry Machine Operator III, Records Management Services  
Marcella Giordano, Records Analyst II, Records Management Services  
Robert Fabio, Administrative Analyst I, Records Management Services  
Baljinder Pannu, Data Entry Operator, Records Management Services  
Marcella Campbell, Technical Assistant I, Treasury  
Virma Guzman-Reyes, Head Audit Account Clerk, Records Management Services  
Ellen Callahan, NJ State Archives, Department of State

*Other:* Lauren Wiley, Mercer County Records Management  
India Cole, City of East Orange (Via teleconference)

## MINUTES:

### APPROVAL OF PREVIOUS SRC MEETING MINUTES:

In discussing the December 18, 2014 minutes, it was determined that additions and changes were required before proceeding with approval. Also, the Minutes for July 17, 2014 and September 18, 2014 require revisions. All of these will be updated and considered for approval at our next meeting.

## 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: #85-007 - #85-263
2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #517831 - #518234

### B. Records Management:

Report to the State Records Committee: (See Attached)

### C. Imaging Processing System Certification:

Report to the State Records Committee: (See Attached)

## II. IMAGING CERTIFICATION:

- A. **City of East Orange** - City of East Orange proposes an imaging system. **Storage Engine** is the vendor. The paper documents will serve as eye-readable back up. As recommended by the certifying Records Analyst, Vilirie Perry, the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification #15011501-NM)
- B. **Borough of Red Bank** - Borough of Red bank proposes an imaging system. **DRS Imaging Group** (formerly Large Doc Solutions) is the vendor. **DRS Imaging Group** will produce their archival microfilm. As recommended by the certifying Records Analyst, Marcella Giordano, the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification #115011502-MF)
- C. **Union County College** - Union County College proposes an imaging system. **Perceptive Software** developed the application and Union County College will be responsible for the scanning operations. The paper document will serve as the eye readable back up. As recommended by the certifying Records Analyst, Marcella Giordano, the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification #15011503-MF)

**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:** (None) It was noted that the schedule on the preliminary agenda for the Division of Risk Management in the Department of the Treasury was pulled from this meeting and will be presented to the SRC at a future meeting.
- B. **Special Request and Authorization for Records Disposal:** (None)

**V. OTHER BUSINESS:**

1. Mr. Klett stated that in late December 2014 the Township of Toms River passed a resolution to “donate or transfer records series containing World War 1 & World War 2 veterans discharge papers to National Archives.” Mr. Klett wrote to the town citing the statute (title 47) which makes it clear that these are records of the State of New Jersey and cannot be donated to the National Archives without State approval and letting them know the resolution should be rescinded. Mr. Klett was willing to give the Township an opportunity to formally rescind the resolution. Should they not take that action by the time of the next SRC meeting, the SRC will write to the Township of Toms River to make it clear that the resolution is not permitted under State law.
2. Mr. Klett brought up the concept of a migration path, which is an area of concern for the State Archives. He said that, to his knowledge, the State Records Committee has not yet defined what “proven migration path” means for electronic records in the form of regulation or otherwise. Mr. Klett also raised the question of whether or not DORES was approving Administrative Actions that would be construed to allow for a migration path. Records Management Services (RMS) requested this be handled through a meeting outside of the SRC between RMS and the Division of Archives. Mr. Tyger noted that the role of the SRC is to handle records questions and provide direction based on the advice of subject matter experts, and he looks forward to input from Records Management and Archives to advise the Committee going forward.

There being no other business, the Committee adjourned at 11:13 am.

  
Michael Tyger  
Secretary  
State Records Committee