



AGENDA
STATE RECORDS COMMITTEE
January 16, 2014
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 12, 2013 minutes

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorization:

1. Routine Request: #82-837 - 82-874 (exceptions of series 82 are: 852, 853, 854, 855, 856, 857, 858)
2. Artemis Request: #513783 - 514097

B. Records Management:

Report to the State Records Committee: None

C. Image Processing System Certification:

Report to the State Records Committee: None

II. IMAGING CERTIFICATION:

A. Hunterdon County Division of Social Services

B. Sussex County Division of Social Services

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: (See attached)

Motor Vehicle Commission - prepared by Vilirie Perry

Compliance and Safety- Driver Review - Bus Application S790502-003 Item 0002-0000

Department of the Treasury - prepared by Karen Perry

Office of Information Technology (OIT) - Office of Emergency Telecommunications Services (OETS) S821404-001

B. Special Request and Authorization for Records Disposal: None

V. OTHER BUSINESS: None



MINUTES
STATE RECORDS COMMITTEE
January 16, 2014

Michael J. Tyger, Secretary, called the 408th meeting of the State Records Committee to order at 10:00 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 we have a quorum with all members represented except Erin Mallon Knoedler from Community Affairs who was not able to attend the meeting.

ATTENDANCE:

SRC: Attorney General, Lisa Dorio Ruch, designee
State Auditor, William Robinson, designee
State Treasurer, Michael Tyger, designee
State Archives, Joseph Klett

Staff: Irwin Nadel, Chief of Operations, Treasury
Kathryn Cornell, Program Technician, 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 I, Records Management Services
Beth Whetstone, Supervisor, Records Management, Records Management Services
Ellen Callahan, NJ Archives, Department of State

Others: Jeffrey Foster, Peter Nelson and Dustin Artman from Department of Human Services
Brielle Mills, Jonathan Klama and Arlene Davison, MVC
Danny Medina and Craig Reiner from the Office of Information Technology

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the December 12, 2013 minutes four (4) yes, none (0) no, and one (1) abstention. Approved with the following change: Under V. Other Business, second paragraph, change "wording" to "use". Sentence should read "Joseph Klett discussed the *use* of "Permanent" in the "Retain in Agency" column on Retention Schedules.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorization:

- 1 Routine Request: #82-837 - 82-874 (exceptions of series 82 are: 852, 853, 854, 855, 856, 857, 858)
- 2 Artemis Request: #513783 - 514097

B. Records Management:

Report to the State Records Committee: None

C. Image Processing System Certification:

Report to the State Records Committee: None

II. IMAGING CERTIFICATION:

A. Hunterdon County Division of Social Services - Hunterdon 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# 14011602-NM)

B. Sussex County Division of Social Services - Sussex 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# 14011601NM)

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

Compliance and Safety- Driver Review - Bus Application S790502-003 Item 0002-0000 -

Approved with the following change: Retain in agency should read *"2 yrs after expiration date"*

Department of the Treasury - prepared by Karen Perry

Office of Information Technology (OIT) - Office of Emergency Telecommunications Services

(OETS) S821404-001 -Approved with the following change: Retain in agency should read *"7 years after completion of training"*

B. Special Request and Authorization for Records Disposal: None

V. OTHER BUSINESS: None

There being no other business, the Committee adjourned at 10:25 am.



Michael Tyger
Secretary
State Records Committee