



**AGENDA
STATE RECORDS COMMITTEE
September 18, 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 July 17, 2014 minutes**

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorization:

- 1. Routine Request: #83-717 – 84-366**
- 2. Artemis Request: #516050 – 516774**

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. Clinton Township – Provided by Vilirie Perry**
- B. Plainfield Public School District – Provided by John Berry**
- C. Vernon Township School District – Provided by John Berry**

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)**
Environmental Protection – Prepared by Vilirie Perry
Division of Air and Hazardous Materials Enforcement – Bureau of
Local Environmental Management – S426702 002 Item 0001-0004

- B. Special Request and Authorization for Records Disposal: (None)**

V. OTHER BUSINESS: (None)



STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

PO Box 661, Trenton, NJ, 08625-0661 609.530.3200

www.nj.gov/treasury/

MINUTES
STATE RECORDS COMMITTEE
September 18, 2014

Michael J. Tyger, Secretary, called the 413th meeting of the State Records Committee to order at 10:05 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 except for William Robinson from State Auditor's Office who had a conflict and was excused.

ATTENDANCE:

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

Staff: Sharon Allen, Technical Assistant II, Records Management Services
John Berry, Records Analyst I, 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
Ellen Callahan, NJ State Archives, Department of State
Baljinder Pannu, Data Entry Operator, Records Management Services

Other: Anne Hartnagel, DEP, ORA
Keith Harley, DEP, ORA
Walter Blend, DEP, Local Environmental Management

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the July 17, 2014 three (3) yes, none (0) no, 1 abstained (Mallon-Knoedler).

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: #83-717 - #84-366
2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #516050 - #516774

B. Records Management

Report to the State Records Committee: (None)

C. Imaging Processing System Certification:

Report to the State Records Committee (See attached)

II. IMAGING CERTIFICATION:

- A. **Clinton Township** - Clinton Township proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey will produce their archival microfilm, by way of Hudson Community Enterprises. 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 #14091801-MF)
- B. **Plainfield Public School district** - Plainfield Public School District proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Hudson Community Enterprises will produce their archival microfilm. As recommended by the certifying Records Analyst, John Berry, the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification #14091802-MF)
- C. **Vernon Township School District** - Vernon Township School District proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Hudson Community Enterprises will produce their archival microfilm. As recommended by the certifying Records Analyst, John Berry, the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification #14091803-MF)

Mr. Klett asked a question regarding whether imaging certification and administrative actions would allow agencies to no longer retain microfilm back-up of permanent records required by regulation. Records Management responded that, at this time, no administrative actions had been approved that allowed for that.

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)

Environmental Protection – Prepared by Vilirie Perry

Division of Air and Hazardous Materials Enforcement – Bureau of Local Environmental Management – S426702 02 Item 0001-0004 - DEP brought this request to categorize copies of inspection reports submitted by County Environmental Health Act (CEHA) agencies. DEP was looking to get some retention schedule information in place on these reports to allow them to destroy report copies that have accumulated over 20 years. After some discussion by the Committee and questions for DEP, it was determined that the DEP copy is an advisory document which really carries no legal requirement to be saved. It was determined that DEP can destroy these copies as they would any other general reference material. On that basis, this item was withdrawn without a vote.

- B. **Special Request and Authorization for Records Disposal:** (None)

V. OTHER BUSINESS:

Mr. Klett raised the continuing question of records designated as “permanent” and how that should be handled going forward, especially with regard to imaging systems and annual certification. There appears to be agreement between both Archives and Records Management staff that this needs additional discussion, and especially a migration path for “permanent” electronic files.

Mr. Klett updated the Committee that Archives staff would be meeting with the Office of Information Technology (OIT) in late September regarding Electronic Archives Infrastructure. Although funding for e-Archives is still a question, Mr. Klett reported that OIT has expressed their direct support of the endeavor.

There being no other business, the Committee adjourned at 10:44 am.

A handwritten signature in blue ink, appearing to read "Michael Tyger", written over a horizontal line.

Michael Tyger
Secretary
State Records Committee