



MINUTES
STATE RECORDS COMMITTEE
February 20, 2020

Joseph R. Klett, Secretary Pro Tempore, called the 441st meeting of the State Records Committee to order at 10:20 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. Klett stated that there was a quorum present.

ATTENDANCE:

SRC: Division of Archives and Records Management, Joseph R. Klett, Secretary Pro Tempore
Director, Division of Local Government Services, Stacy Spera, designee
State Auditor, Ken Kramli, designee
Attorney General, Valentina DiPippo, designee

Staff: John Berry, Records Analyst 1, Records Management Services
Marcella Campbell, Technical Assistant 2, Records Management Services
Virma Guzman-Reyes, Head Audit Clerk, Records Management Services
James Jenkins, Records Analyst 2, Records Management Services
Karen A. Perry, Records Analyst 1, Records Management Services

Other: Arthur Staerk, AccuScan

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the minutes of the December 19, 2019 meeting three (4) yes, none (0) no and no (0) abstentions.

I ADMINISTRATIVE ACTIONS:

A Announcement of Approval of Destruction Authorizations:

Secretary Pro Tempore Klett announced the approval of routine Artemis requests for disposal of public records #561104-563200.

B Imaging Certification Amendments/Annual Reviews/Administrative Actions:

Report to the State Records Committee: (see attached)

II. NEW BUSINESS:

A. Records Retention Schedules:

1. Law & Public Safety – Civil Rights S660801, S660803, S660804
Tabled.

2. Department of Community Affairs – Housing & Mortgage Finances – S221500
Tabled.

III. OTHER BUSINESS:

A. Proposed Resolutions (see attachment):

1. That the State Records Committee shall not publicly deliberate on, or include in its meeting agenda, the approval of any new retention schedules or changes to retention schedules until and unless such schedules and/or changes have been reviewed by both the State Archives and DORES-Records Management, and any resultant issues have been fully resolved by these two agencies in consultation with the agency/representative whose records are included by the affected schedule(s).

Approved

2. That all retention schedules shall include the following language in the footer:
“Department of the Treasury – Division of Revenue and Enterprise Services – Records Management Services *on behalf of* Department of State – Division of Archives and Records Management”.

Approved

There being no further business, the Committee adjourned at 10:40 a.m.


Joseph R. Klett
Secretary, Pro Tempore
State Records Committee

From: Klett, Joseph
Sent: Thursday, February 20, 2020 9:23 AM
To: Truppa, Amanda <Amanda.Truppa@treas.nj.gov>
Cc: Hartmann, Elizabeth <Liz.Hartmann@treas.nj.gov>; Cornelius, Donald <Donald.Cornelius@sos.nj.gov>
Subject: RE: State Records Committee Meeting this Thursday
Sensitivity: Confidential

Amanda Truppa, Chair and Secretary
State Records Committee

Hi Amanda:

I'll see you in a bit for SRC. Meanwhile, I wanted to let you know that I will need to raise the issue of pre-review under new business at the meeting today.

The red responses below (only relevant sections included) are an indication, to Don and me, that DORES-RM unfortunately is trying to predict or prescribe State Archives' policy and practice with regard to the development of retention schedules. I think some clear direction needs to be set by the SRC. The Division of Archives and Records Management (State Archives) has statutory authority and responsibility for the work to present retention schedules and related actions to the SRC. By agreement, DORES is DARM's/the Department of State's contractor to conduct such work *on DARM's behalf*. This must be done in accordance with statute and within DARM's expectations (based on well-tested and reasoned norms and precedents) and/or objectives/principals/standards mutually agreed to by DORES and DARM.

Thus, I will propose the following resolution at today's meeting:

That the State Records Committee shall not publicly deliberate on, or include in its meeting agenda, the approval of any new retention schedules or changes to retention schedules until and unless such schedules and/or changes have been reviewed by both the State Archives and DORES-Records Management, and any resultant issues have been fully resolved by these two agencies in consultation with the agency/representative whose records are included by the affected schedule(s).

Secondly, looking at how the schedules currently show DORES-RM without reference to DARM, I will propose a second resolution which, I believe, will put us all in better compliance with statute and conformance to the language and nature of the interdepartmental agreement between State and Treasury relative to records management services:

That all retention schedules shall include the following language in the footer: "Department of the Treasury – Division of Revenue and Enterprise Services – Records Management Services *on behalf of* Department of State – Division of Archives and Records Management".

I will also ask that this communication be included as an attachment to today's minutes.

Thanks very much for your ongoing and thoughtful consideration.
Joe

Joseph R. Klett
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