



**AGENDA**  
**STATE RECORDS COMMITTEE**  
**April 16, 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**  
**Review of July 17, 2014, September 18, 2014, and December 18, 2014 minutes.**  
**Reading of January 15, 2015 minutes.**

**I. ADMINISTRATIVE ACTIONS:**

**A. Announcement of Approval of Destruction Authorization:**

1. Routine Request: #85-264- #85-687
2. Artemis Request: #518235-#519470

**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. Borough of Middlesex - Provided by Vilirie Perry

**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  
Treasury - Presented by Marcella Giordano  
Risk Management - 5822200-002

- 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/](http://www.nj.gov/treasury/)

MINUTES  
STATE RECORDS COMMITTEE  
July 17, 2014

Michael J. Tyger, Secretary, called the 412th 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.

**ATTENDANCE:**

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

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

***Other:*** Saida Jeudy, Justin Klama, Brielle Mills - MVC  
Maria Jacobi, Johanna Jones - Department of Transportation  
Joanne McKinley, Accses/CNA Services  
Dustin Artman, Jeff Foster- DFD  
Joseph Falca

**MINUTES:**

**APPROVAL OF PREVIOUS SRC MEETING MINUTES:**

Upon motion, seconded, the Committee voted to approve the May 15, 2014 minutes three (3) yes, none (0) no.

## **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: #83-436 - #83-716.**
- 2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #515755 - #516049.**

### **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. Union County Division of Social Services – Union County Division of Social Services proposes an imaging system as part of the DIMS Project. IBM is the vendor. The paper documents will serve as the eye-readable backup. The system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the system. (Certification # 14071701-NM). It should be noted that this was the last of the Document Imaging Management System approvals for counties. This system, created by the Department of Human Services, has now been implemented in all 21 counties. The Department of Human Services Division of Family Development thanked Argean Cook for all her hard work on the project and presented her with an award to express their appreciation.**
- B. Rutgers University Behavioral Health Care – Rutgers University Behavioral Health Care proposes an imaging system. Document Storage Systems (DSS) Inc. is the vendor, who will also produce their archival microfilm. The system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the system. (Certification # 14071702-NM)**
- C. Monroe Township School District – Monroe Township School District proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey will produce their archival microfilm. John Berry stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the system. (Certification # 14071703-MF)**
- D. Environment Community Opportunity (ECO) Charter School – Environment Community Opportunity (ECO) Charter School proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. NJ DORES Micrographics will produce their archival microfilm. John**

the Committee approved certification of the image processing system. (Certification # 14071704-MF)

- E. Hawthorne Public Schools** – Hawthorne Public Schools proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey will produce their archival microfilm. Vilirie Perry stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the system. (Certification # 14071705-MF)
- F. Robbinsville Public Schools** – Robbinsville Public Schools proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey will produce their archival microfilm. The system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the system. (Certification # 14071706-MF)
- G. Vineland Public Schools** – Vineland Public Schools proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey will produce their archival microfilm. The system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the system. (Certification # 14071707-MF)
- H. Midland Park Board of Education** – Midland Park Board of Education proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey will produce their archival microfilm. The system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the system. (Certification # 14071708-MF)

### III. OLD BUSINESS

#### A. Image Certifications – None

#### B. Retention Schedules: (See Attached)

1. State General Schedule – presented by Irwin Nadel  
G100000-006 Items 20000-2008 – Approved without change. This update to the General Schedule introduces a new 200 series to capture the “band” of records that are captured as e-mails. It will facilitate appropriate disposal of e-mail in accordance with State Circular Letter 14-12 DORES/OIT.
2. Department of Transportation – presented by Ellen Callahan  
S871000-002- This comprehensive update to the DOT schedule reflects an enormous cooperative effort between Ms. Callahan of the State Archives, Records Management staff, DOT Inspector General Johanna Jones, and DOT Supervisor of Records Management Maria Jacobi. The schedule was conditionally adopted by the SRC 7/18/2013, with the caveat that a number of questions from the State Archives needed to be explored and answered. Today’s approval reflects the final product of numerous meetings within DOT, and between DOT, Records Management and State Archives that resulted in a consolidated, modernized and compliant retention schedule – Approved without change

**C. Request and Authorization for Records Disposal – None**

**D. Other - None**

**IV. NEW BUSINESS**

**A. Records Retention Schedules: (See attached)**

**County Clerk & Register of Deeds – prepared by Vilirie Perry**

C100000-004 Items 0049-0000 thru 0049-0003 – Approved without change

**State General Schedule – prepared by Vilirie Perry and Irwin Nadel**

G100000-006 Item 1312-0000 Garnishment File – Approved without change

Garnishment Files were a topic of discussion at the Committee’s previous meeting when putting them on the agency retention schedule was proposed by MVC. The Committee asked Records Management staff to review garnishment retention further because it might be appropriate for this item to be placed on the State General Schedule, Records Management staff confirmed that Garnishments are not unique to MVC and potentially impact all State Agencies. This new item on the General Schedule, Item 1312-0000 Garnishment Files, which includes SOIL (Set - Off Individual Liability) Records, will serve MVC and all State agencies.

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

**V. OTHER BUSINESS: (None)**

There being no other business, the Committee adjourned at 11:00 am.

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Michael Tyger  
Secretary  
State Records Committee



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.

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Michael Tyger  
Secretary  
State Records Committee



MINUTES  
STATE RECORDS COMMITTEE  
December 18, 2014

Michael J. Tyger, Secretary, called the 414th meeting of the State Records Committee to order at 10:06 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 the representative from DCA was unavailable to attend and was excused.

Mr. Tyger welcomed Donald Palombi from the Office of the Attorney General to the State Records Committee.

Mr. Tyger stated that this was the last meeting for 2014 and he thanked everyone for their hard work, noting specifically the progress related to electronic mail retention and the approval of the Human Services Document Imaging System and all counties being approved to use that system as some of the more important achievements this year.

**ATTENDANCE:**

*SRC:* Attorney General, Donald M. Palombi, designee  
State Treasurer, Michael Tyger, designee  
State Auditor, William Robinson, 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  
Baljinder Pannu, Data Entry Operator, Records Management Services  
Marcella Campbell, Technical Assistant I, Treasury  
Virma Guzman-Reyes, Head Audit Account Clerk, Records Management Services  
Argean Cook, Records Analyst II, New Jersey State Archives, Department of State

*Other:* John Williams, Treasury, Casino Control Commission  
Dianna Williams-Fauntleroy, Treasury, Casino Control Commission  
Donna Snyder, Treasury, Casino Control Commission  
Diane Wong, NJ Economic Development  
Tina Clark, NJ Economic Development  
Teri Dunlop, NJ Economic Development  
Joanne McKinley, Accses NJ/CNA Services

## **MINUTES:**

### **APPROVAL OF PREVIOUS SRC MEETING MINUTES:**

Upon motion, seconded, the Committee voted to approve the September 18, 2014 minutes three (3) yes, none (0) no, 1 abstained (Robinson) with corrections in IV. A. to change the reference to “a draft document” to the more accurate “an advisory document” and a correction in V. so the last sentence reads “Although funding for e-Archives is still a question, Mr. Klett reported that OIT has expressed their direct support of the endeavor.” An addition was made after item II. C. to reflect that 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.

## **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: #84-367- #85-006**
- 2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #516775 - #517830**

### **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. City of Clifton - Building Department – The City of Clifton Building Department proposes an imaging system. FileBank Incorporated is the vendor. The paper documents will serve as eye**

readable back up. As recommended by the certifying Records Analyst, James Jenkins, the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (**Certification #14121801-NM**)

- B. Borough of Deal -**The Borough of Deal proposes an imaging system. **Accuscan Digital Archival Solutions** is the vendor. **Hudson Micrographics** will produce their archival microfilm. As recommended by the certifying Records Analyst, James Jenkins, the system meets all the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system (**Certification #14121802-MF**)
- C. Monmouth County Vocational School District -** Monmouth County Vocational School District proposes an imaging system. **Accuscan Digital Archival Solutions** is the vendor. **Hudson Micrographics** will produce their archival microfilm. As recommended by the certifying Records Analyst, John Berry, the system meets all the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system (**Certification #14121803-MF**)
- D. Township of Willingboro -** The Township of Willingboro proposes an imaging system. **Accuscan Digital Archival Solutions** is the vendor. **Hudson Micrographics** will produce their archival microfilm. As recommended by the certifying Records Analyst, Marcella Giordano, the system meets all the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system (**Certification #14121804-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:** (See attached)
  - Treasury - Presented by Argean Cook  
Division of Casino Control Commission – Agency General Schedule – S821220-002 Approved with minor changes to records series 0003 to change the Disposition from Destroy to “Archival Review” and in record series 0010 to revise the title from MATRIX/Licensing to “Licensing Reports”.
  - Treasury – Presented by Argean Cook  
NJ Economic Development Authority Services – S822908-003 Approved without change
- B. Special Request and Authorization for Records Disposal:** (None)

**V. OTHER BUSINESS:**

1. Proposed Dates for State Records Committee Meeting for 2015 - Dates were approved as proposed (list attached).
2. There was some discussion of microfilm requirements and what guidelines will be used to determine if imaging systems are approved and paper records destruction is authorized based on an outlined migration path instead of microfilm back-up. Archives and Records Management staff will be meeting on this and reporting back to the SRC at a future meeting.

There being no other business, the Committee adjourned at 11:05 am.

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Michael Tyger  
Secretary  
State Records Committee



STATE OF NEW JERSEY  
STATE RECORDS COMMITTEE

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

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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 1, 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.

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Michael Tyger  
Secretary  
State Records Committee



<b>Imaging Administrative Actions SRC April 16, 2015</b>					
<b>Administrative Action Type</b>	<b>Certification #</b>	<b>Agency</b>	<b>Amendment Type</b>	<b>Amendment Description</b>	<b>Vendor (if Applicable)</b>
Amendment: James Jenkins	05121502-MF	County of Camden	New/Upgrade of Hardware	Desk top;Dell OptiPlex 7010. Scanner; Cannon DR-6010C	
Amendment: James Jenkins	05121502-MF	County of Camden	New/Upgrade of Software	Operating System; Windows 7	
Amendment: John Berry	13091909-NM	Rowan University SOM	Upgrade of Disaster Recovery Plan	Addition to Contingency Plan- Added the screen shots of the encryption settings	
Amendment: John Berry	13091909-NM	Rowan University SOM	New/Upgrade of Software	Document Management upgraded from 8.5 to 8.9.2	
Annual Review: James Jenkins	05121502-MF	County of Camden			
Annual Review: James Jenkins	10011403-MF	Collingswood Public Schools			
Annual Review: John Berry	13091909-NM	Rowan University SOM			

**Imaging Administrative Actions SRC April 16, 2015**

<b>Administrative Action Type</b>	<b>Certification #</b>	<b>Agency</b>	<b>Amendment Type</b>	<b>Amendment Description</b>	<b>Vendor (if Applicable)</b>
Annual Review: Marcella Giordano	13121209-NM	Department of Human Services DIMS Enterprise System			
Annual Review: Vilirie Perry	13121211-NM	Mercer County Board of Social Services			
Annual Review: John Berry	14011601-NM	Sussex County Division of Social Services			
Annual Review: James Jenkins	14011602-NM	Hunterdon County Division of Social Services			
Annual Review: James Jenkins	14032013-NM	Cumberland County Board of Social Services			
Annual Review: James Jenkins	14032014-NM	Bergen County Board of Social Services			

**Imaging Administrative Actions SRC April 16, 2015**

<b>Administrative Action Type</b>	<b>Certification #</b>	<b>Agency</b>	<b>Amendment Type</b>	<b>Amendment Description</b>	<b>Vendor (if Applicable)</b>
Annual Review: James Jenkins	14051501-NM	Camden County Board of Social Services			

## Imaging Certification Summary

### April 16, 2015

Borough of Middlesex proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. ACCSES New Jersey/CNA Services will produce their archival microfilm, by way of Hudson Community Enterprises. The system meets all of the requirements for certification.

**Vilirie A. Perry**

**Records Analyst**

<b>Records Series</b>	<b>Retention</b>
Record Drawings-As-Built Drawings	Permanent
Filed Maps (Includes site and Surveys)	Permanent
Flood hazard Areas-Certificate for flood hazard areas	Permanent
Plans-Record Drawings-Official File copy print	Permanent
Plans-Index	Permanent
Tax Maps-Original	Permanent
Topographical maps and Planometric maps Dimensions Plan	Permanent
Project files-roads, bridges, drainage-public structures	Permanent
<b>Records Series</b>	<b>Retention</b>
Construction File Residential and Commercial	Life of the structure

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT	Treasury	AGENCY # S822200		
DIVISION:	Risk Management	SCHEDULE # 2		
BUREAU:		PAGE #	1	OF 2

**AGENCY AMENDMENTS**

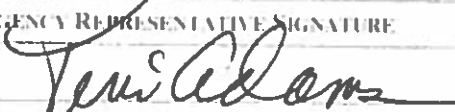
FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	

**RECORDS SERIES AMENDMENTS**

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0002-0000	Automobile Accident Reports- RM1 Only	Description	Automobile Accident Reports Reports of automobile accidents kept in case of claims made against the State.	Automobile Accident Reports-RM1 Only Reports of automobile accidents kept in case of claims made against the State.
0003-0000	Clean -Up Files	Delete		DEP record
0005-0000	Insurance Budget and Information	Delete		State General Retention Schedule #0407-0001
0006-0000	Insurance Disbursement Records: Voucher and Ledger Sheets	Delete		State General Retention Schedule #0007-0001
0007-0000	Insurance Policies	Delete		State General Retention Schedule #0407-0001
0008-0000	Litigation Files	Obsoleted Description NJ Spill - DEP record	Contains summons, payment, and legal documents relative to suits filed on behalf of NJ Spill Compensation Fund for recovery of monies expended for clean-up and damage claims	Contains summons, payment, and legal documents relative to suits filed.

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0009-0000	Losses	Obsoleted		
0010-0000	Safety Inspection Reports	Delete		State General Retention Schedule #0420-0000, 0001,0002. See (N.J.A.C. 5:71-3.7(b) 9; N.J.S.A. 52:27D-192)
0011-0000	Litigated Worker's Compensation Files	Change of retention time	Time in agency from 5yrs after statutory expiration (last payment) and no time at Records Center	Time in agency 2 years after statutory expiration (last payment) , time at SRC or CRC 5 years.
0012-0000	Non-Litigated Worker's Compensation Files	Change of retention time	Time in agency from 2yrs after statutory expiration (last payment) and no time at Records Center	Time in agency 2 years after statutory expiration (last payment) , time at SRC or CRC 5 years.
0013-0000	Tort Claims - Non-Litigated (Personal Injury)	Merging 0013-0000 and 0014-0000, increasing retention time	Tort Claims - Non-Litigated (Personal Injury), 5 yrs. after statutory expiration, no time at SRC, destroy.	Tort Claims- Non-Litigated (All files) Retention time at agency 3 years after statutory expiration and 4 yrs. at SRC or CRC.
0014-0000	Tort Claims - Non Litigated (Property Damage)	Merging 0013-0000 and 0014-0000, increasing retention time.	Tort Claims - Non-Litigated (Property Damage), 5 yrs. after statutory expiration, no time at SRC, destroy.	Tort Claims- Non-Litigated (All files) Retention time at agency 3 years after statutory expiration and 4 yrs. at SRC or CRC.
0015-0000	Property Damage Recovery Claims	Description of title		Property Damage Recovery Claims- Subrogation
0016-0000	Auto Claims Non-Litigated	Addition		Retain in agency for 3 yrs. after settlement date and 4 yrs. at the SRC or CRC, disposition - destroy.
0017-0000	Auto Claims Litigated	Addition		Retain in agency for 3 yrs. after settlement date and 4 yrs. at the SRC or CRC, disposition - destroy.

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>		<b>AGENCY #</b> S822200	<b>SCHEDULE #</b> 002	<b>PAGE #</b> 1 OF 2
<b>DEPARTMENT</b>	Treasury	<b>AGENCY REPRESENTATIVE:</b> Theresa Adams		
<b>DIVISION:</b>	Risk Management	<b>TITLE:</b> Deputy Director		
<b>BUREAU:</b>		<b>PHONE #:</b> 609-984-7757		
<p><b>SCHEDULE APPROVAL:</b> Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
<b>AGENCY REPRESENTATIVE SIGNATURE</b>		<b>DATE:</b>	<b>SECRETARY, STATE RECORDS COMMITTEE SIGNATURE</b>	<b>DATE:</b>
		1/15/15		

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	<p style="text-align: center;"><b>Acknowledgement</b></p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;"><b>Management of Electronic Records</b></p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S822200	SCHEDULE # 002	PAGE # 2 OF 2
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0001-0000	Appraisals Appraised value of state buildings used as a disposition of basis for fire insurance schedules.	1 yr. after disposition of building	6 yrs.	Destroy
0002-0000	Automobile Accident Reports- RMI Only Reports of automobile accidents kept in case of claims made against the State.	3 yrs. after Date of accident	4 yrs.	Destroy
0004-0000	Damage Claim Files Contains damage claim form, supporting documentation, correspondence, arbitration hearing, and information vouchers used to negotiate settlements and file legal actions.	2 yrs. after final action	5 yrs.	Destroy
0011-0000	Litigated Workers' Compensation Files	2 yrs. after statutory expiration (last payment)	5 yrs.	Destroy
0012-0000	Non-Litigated Worker's Compensation Files	2 yrs. after statutory expiration (last payment)	5 yrs.	Destroy
0013-0000	Tort Claims - Non-Litigated (All Files)	3 yrs. after statutory expiration	4 yrs.	Destroy
0015-0000	Property Damage Recovery Claims- Subrogation	2 yrs. after recovery date	5 yrs.	Destroy
0016-0000	Auto Claims Non-Litigated	2 yrs. after settlement date	5 yrs.	Destroy
0017-0000	Auto Claims – Litigated	3 yrs. after settlement date	4 yrs.	Destroy