



**AGENDA**  
**STATE RECORDS COMMITTEE**  
**May 18, 2017**  
**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**

**I. Review of March 16, 2017 Minutes**

**II. Administrative Actions:**

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

1. Routine Request: 87-448 – 87-458
2. Artemis Request: #534479 – 535789

**B. Registered Imaging Systems / Amendments / Annual Reviews:**

Report to the State Records Committee: (See Attached)

**C. Archival Review Report: (See Attached)**

**III. New Business:**

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

**Motor Vehicle Commission** – Presented by Marcella Campbell  
Business & Government Operations–Imaging Services Center (ISC) – S790702-002

**IV. Other Business: None**



MINUTES  
STATE RECORDS COMMITTEE  
March 16, 2017

Michael J. Tyger, Secretary, called the 428th 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 present.

**ATTENDANCE:**

*SRC:* State Treasurer, Michael Tyger, Designee  
Division of Local Government Services, Jason Martucci, Alternate Designee  
Attorney General, Susan Scott, Designee  
State Auditor, William Robinson, Designee  
Division of Archives and Records Management, Department of State, Joseph Klett

*Staff:* James Fruscione, Director, Division of Revenue and Enterprise Services  
Peter Lowicki, Assistant Director, Division of Revenue and Enterprise Services  
Robert Benco, Assistant Director, Division of Revenue and Enterprise Services  
Nichole Carthan, Records Manager, Records Management Services  
John Berry, Records Analyst I, Records Management Services  
Marcella Campbell, Technical Assistant I, Records Management Services  
James Jenkins, Records Analyst III, Records Management Services  
Sharon Allen, Technical Assistant II, Records Management Services  
Baljinder Pannu, Technical Assistant III, Records Management Services  
Vilirie D. Perry, Records Analyst I, Records Management Services

*Other:* Acting Captain Robert Price, Lt. Sean Mehrlander, New Jersey State Police  
Denise Szabo, Municipal Clerk's Association of New Jersey  
Michele Everly, Gloucester County Clerk's Office  
Tony Ruggiero, Gary Zayas, Johanna Jones, Amalia McShane, Donna Deveney,  
Elizabeth Ferencevych, Department of Transportation  
Valentina DiPippo, Law and Public Safety  
Lauren Wiley, Mercer County Clerk's Office  
Marc Pfeiffer, Rutgers  
Arthur Staerk, AccuScan

## **MINUTES:**

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

Upon motion, seconded, the Committee voted to approve the January 19, 2017 Minutes five (5) yes, and none (0) no, with a correction to the following phrase, due to the new procedure there “is a learning curve..” to “ are a lot of precedents to establish...”

### **I. Administrative Actions:**

- A. Announcement of Approval of Destruction Authorization:**  
**Secretary Tyger announced the approval of routine Artemis requests for disposal of public records: #532509 – 534478**
- B. Registered Imaging Systems / Amendments / Annual Reviews:**  
Report to the State Records Committee: (See Attached)
- C. Archival Review Report:** (See Attached)

### **II. New Business:**

- A. Records Retention Schedules:** (See Attached)
  - 1. **Municipal Clerk** – Presented by Nichole Carthan  
Municipal Clerk – M200000-003 – Approved with a notation that Records Management Services, State Archives, and the Municipal Clerk’s Association will meet to further discuss minimum retention periods for permanent records held at agencies.
  - 2. **New Jersey State Police** – Presented by John Berry  
Administration Section – Personnel Bureau S660208-003 – Approved with new record series added, 0008-0001 and 0008-0002.

### **III. Other Business:**

Mr. Tyger introduced James Fruscione, Director of the Division of Revenue and Enterprise Services, Department of the Treasury, who presented the Department of the Treasury’s proposed Electronic Filing Plan as an example of conceptual framework for e-mail retention and disposition. Mr. Fruscione gave a PowerPoint presentation (attached) that outlined the framework of the proposed Electronic Filing Plan to be in compliance with Circular Letter 14-12 DORES/OIT. After the presentation, Mr. Fruscione fielded questions and asked the Committee for their opinion regarding DORES initiating dialogue with relevant groups who are interested in the Electronic Filing Plan. The Committee said such discussions would be welcome, as the first step in facilitating the exchange of information about Electronic Filing Plans with interested agencies. The SRC might consider incorporating a conceptual framework into records retention schedules in the future, and will need to be cognizant of legal considerations, the challenge of electronic archives, and maintaining flexibility for state and local agencies in any type of guidance provided as we move forward.

There being no other business, the Committee adjourned at 12:00 p.m.

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Michael J. Tyger  
Secretary  
State Records Committee

# New Jersey Department of the Treasury Records Management Services

Preview of Conceptual Frameworks for:  
Electronic Mail Retention/Disposition; and  
Electronic File Plan Programs  
(Based on Circular Letter 14-12 DORES/OIT)

# Review of Existing Policy Framework for the State of New Jersey

## Circular Letter 14-12 DORES/OIT ENTERPRISE ELECTRONIC MAIL RETENTION AND DISPOSITION FRAMEWORK (For State of New Jersey Executive Branch Agencies)

Broad-band Seven Year Retention Period (As a starting point for approaching e-mail retention)

Six Foundational Elements:

- Acceptable use policies covering e-mail and the Internet
- Litigation hold process
- OPRA response/tracking process
- E-mail vaulting/journaling platform combined with central management of end-user e-mail boxes\*
- System security\*
  - Goals:
    - ✓ 1) Prevent unauthorized or unintended access, use, distribution, modification, or destruction of e-mail records
    - ✓ 2) Assure message authenticity, integrity and retrievability/usability over time
- E-mail back-up/recovery and disaster recovery/continuity of operations programs\*

\*The State Enterprise Messaging Solution is designed to provide the requisite functions.

## Certificate of Participation (New Jersey Executive Branch Agencies)

### Adoption of Electronic Mail Framework

Indicates Agency Has:

- Implemented the 6 foundational elements covered in the previous slide
- Is adopting the Enterprise Electronic Mail Retention and Disposition program set forth in Circular Letter 14-12 DORES/OIT
- Developed an Electronic File Plan as the basis for the maintenance of electronic records with retention periods exceeding the broadband period (7 years)

### Other Key Considerations

Use of records disposition request and authorization process for any disposition actions involving electronic mail/records (now done through a system called Artemis)

Annual e-mail system sustainability review

## Example Platform -- New Jersey Department of the Treasury

Platform Element	Product	Commentary
Basic Office Communications -- Electronic Mail, Calendaring, Tasks, etc.	CloudConnect	Cloud-based service; secure OIT-sanctioned solution with strong continuity of operations features; expansive capacity
E-mail Archive	CloudConnect	Immutable cloud-based copies of all electronic mail messages; OIT-sanctioned solution; includes cross-mailbox searching and litigation hold features*
E-mail Journal	Third Party Platform	Immutable cloud-based copies of all electronic mail messages; includes robust support for discovery and litigation hold life-cycles*
Record-keeping System	Third Party Enterprise Content Management System (Planned)	Separate repository for static long term retention and management of selected e-mail and digital records content

\*Treasury is likely to settle on either the Archive or Journal as its platform for immutable copies of Treasury e-mail and not continue with 2 platforms.

## Excerpt from the New Jersey Department of the Treasury's Draft Electronic File Plan (Will Remain a Work in Progress)

Agency: Department of the Treasury (All Agencies Within)

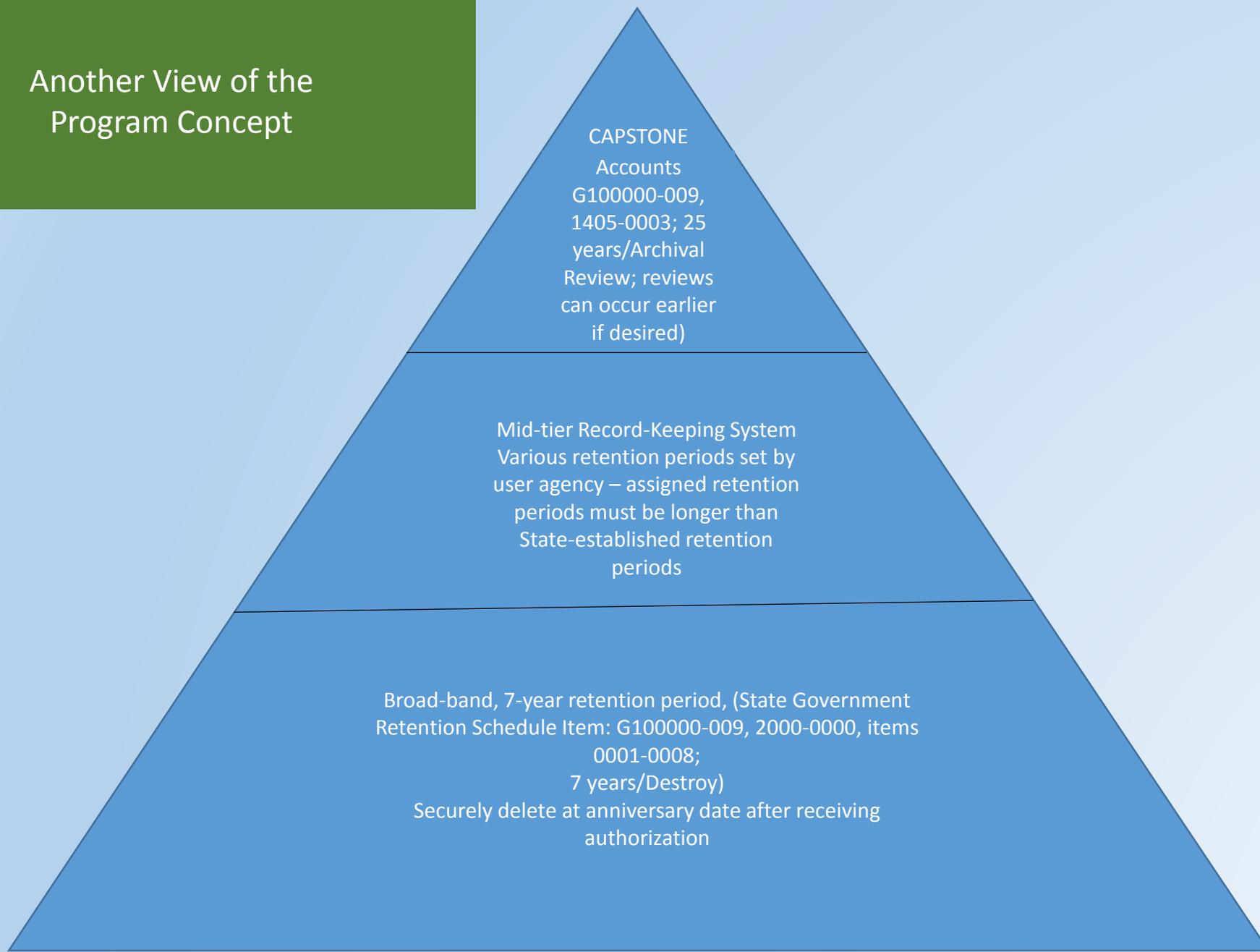
Data Systems			Use Classification			
Division / Agency Name	System	Description	General Administrative	Record-Keeping Source (Used as Original Records)	Confidential /Sensitive	Retention Policy
DPM&C	Investors Tracking Database	This is a database of investors interested in the purchase of state properties. The primary use of the application is to track qualified prospective investors with specific assets for sale.	x			Supplemental Information Sources, Finding Aids and Indexes -- 2200-0000

Covers records maintained in various content stores -- production databases, file shares, enterprise content management systems, etc.

Conceptual View of Electronic Mail and Record-keeping System Retention/Disposition Program

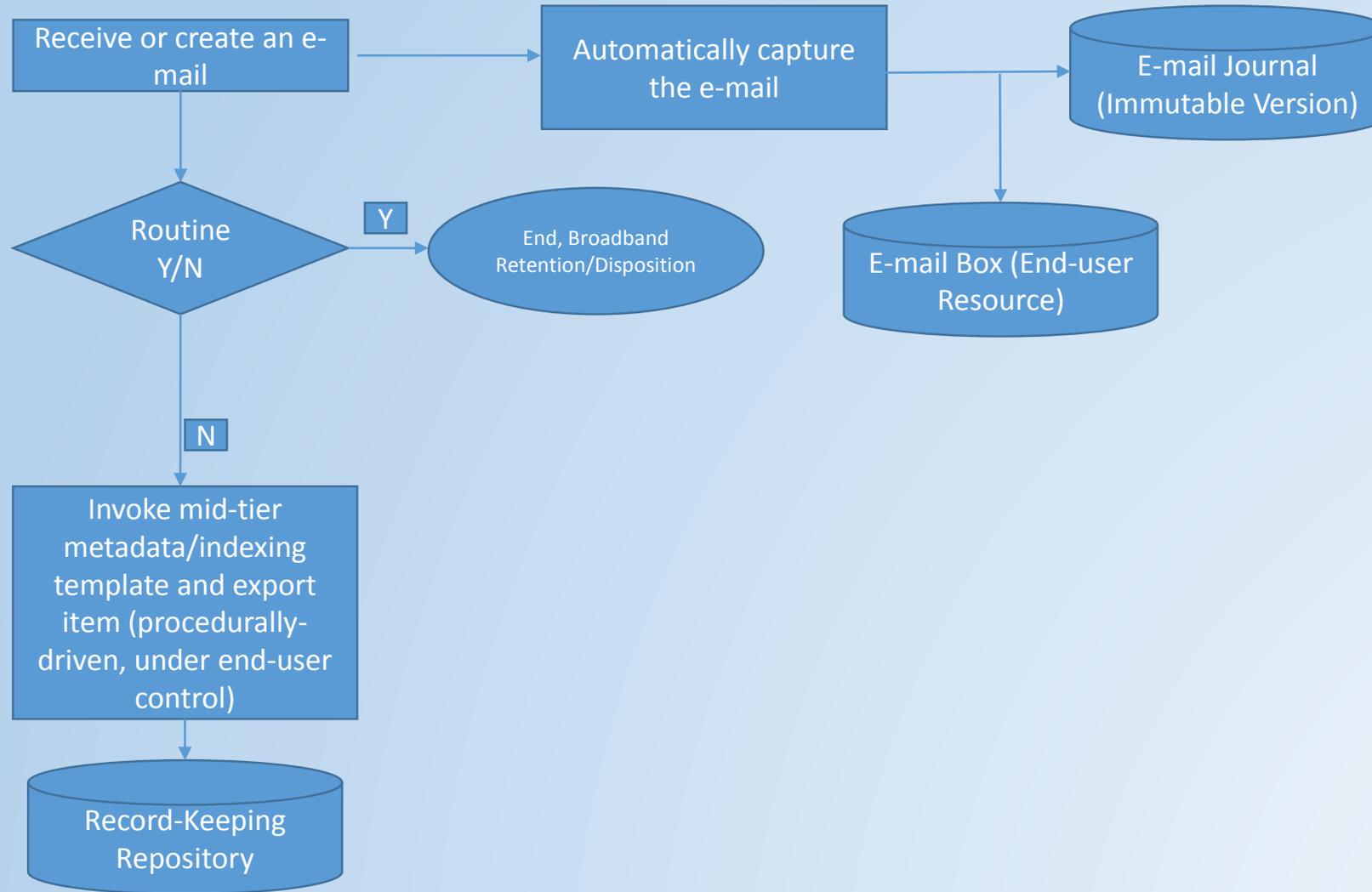
Records Category	Retention Schedule Reference	Role(s)	Management Method	Retention Period	Content Storage Resource	Disposition
Policy-related	G-1000000-904-1405-0003	CAPSTONE Accounts Roles-based, TBD by Top Management	Automated Hold Policy Combined with Selective Movement of E-mail	25 Years with Request for Archival Review Following Lapse of the Retention Period (Reviews may occur earlier at the request of the Archives)	Record-keeping System	Archival Review Depending upon outcomes of review, accession into Archives with secure erasure from all content resources storage areas following successful accessioning, or if Archives declines to accession, destroy via secure erasure from all content resources storage areas)
Mid-Tier -- Reference Value (Legal, Research, Policy, Contractual, etc.)	Various	All Employees Except CAPSTONE Role	Manual (Employee Discretion)	Determined by the Management of Each Division (Must be greater than 7 year email broad band or individual retention periods set for other files)	Record-keeping System	Agency Review (Copy items to newly initialized file(s) if there is residual research value or destroy via secure erasure, depending upon outcomes of review). Also provide for Archival Review if needed
Broad-band	G100000-009, 2000-0000; 7 years/Destroy	All Employees Except CAPSTONE Role  Draft	Automated Policy	7 Years	Departmental E-mail System, E-mail Archive and Electronic Mail Journal	Destroy by securely erasing from all content resources storage areas via secure erasure

## Another View of the Program Concept



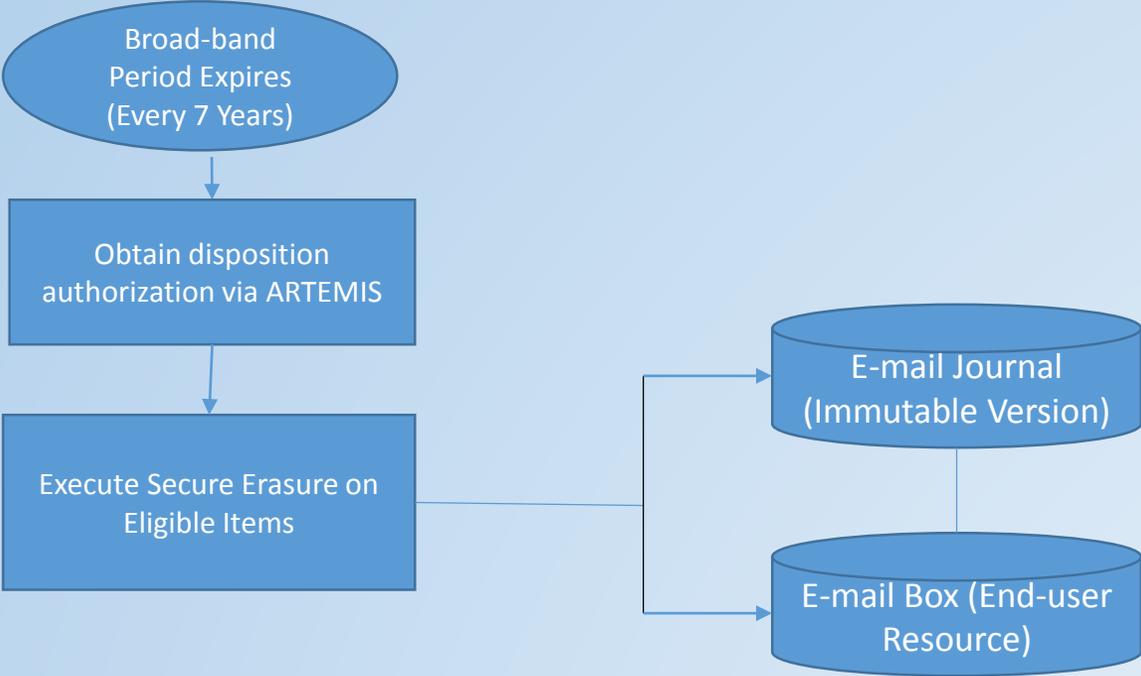
Draft

# Receipt/Retention of E-mail

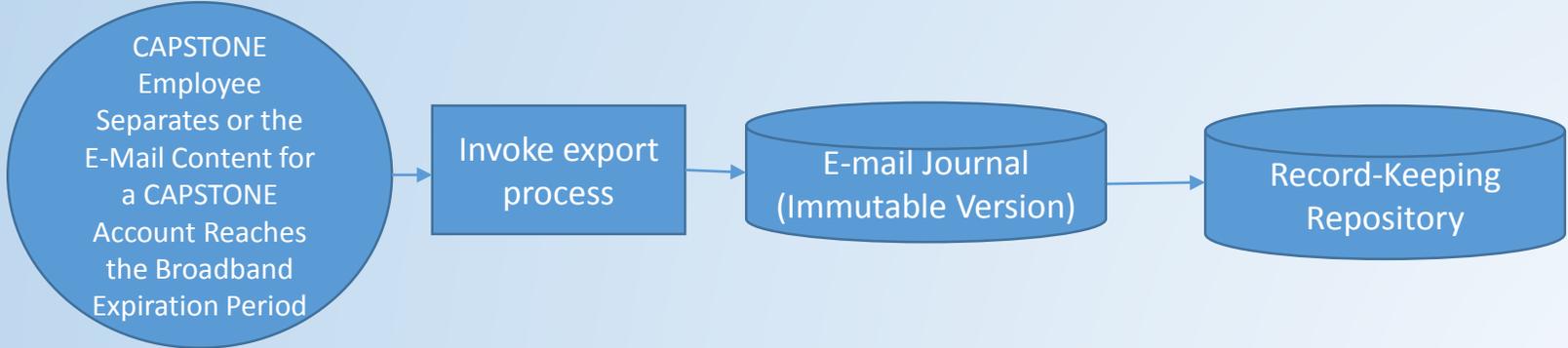


# Routine and Intermediate Disposition Cycles For Broad-band and CAPSTONE E-mail

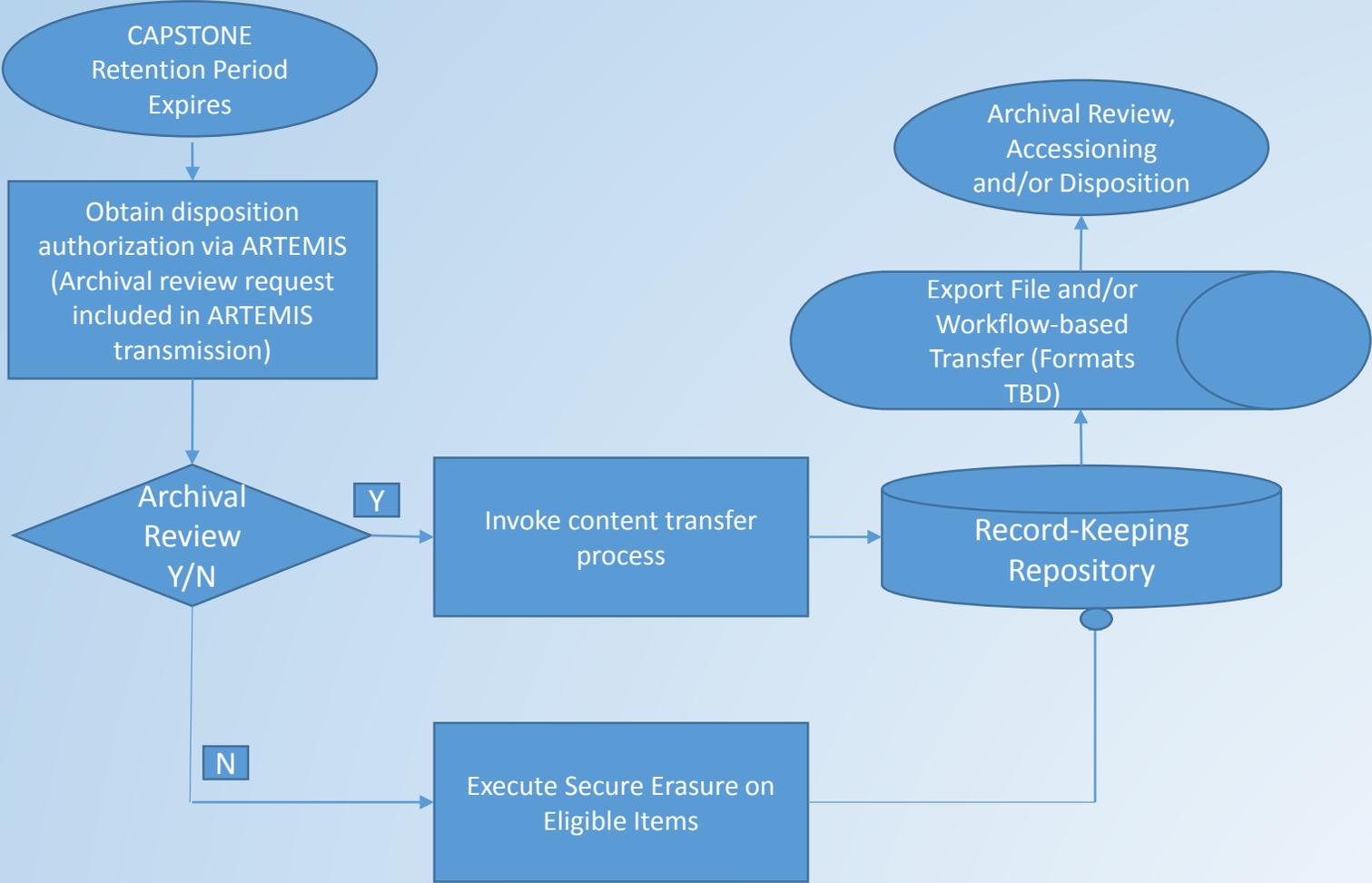
## Broad-band



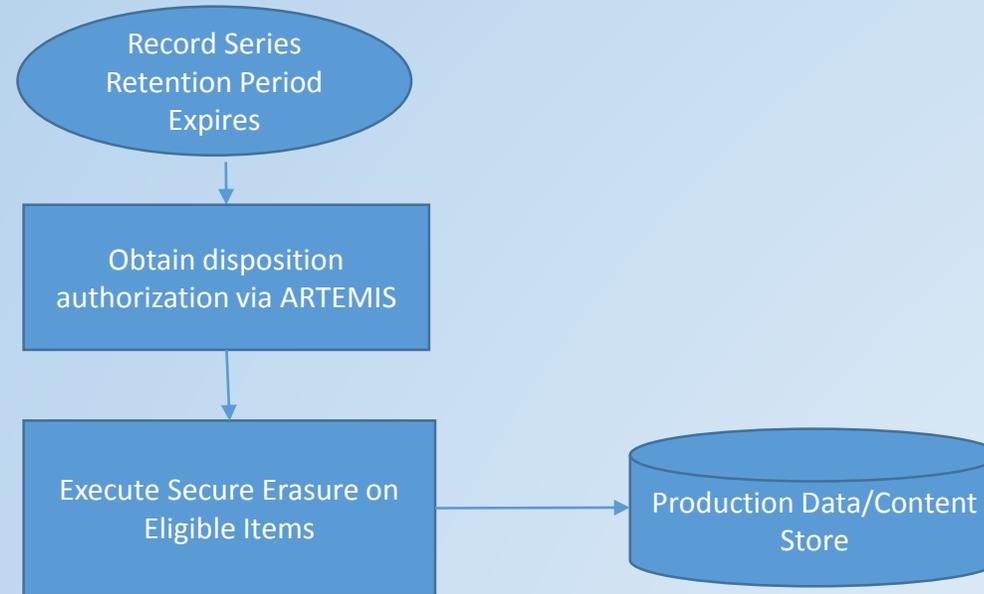
## CAPSTONE



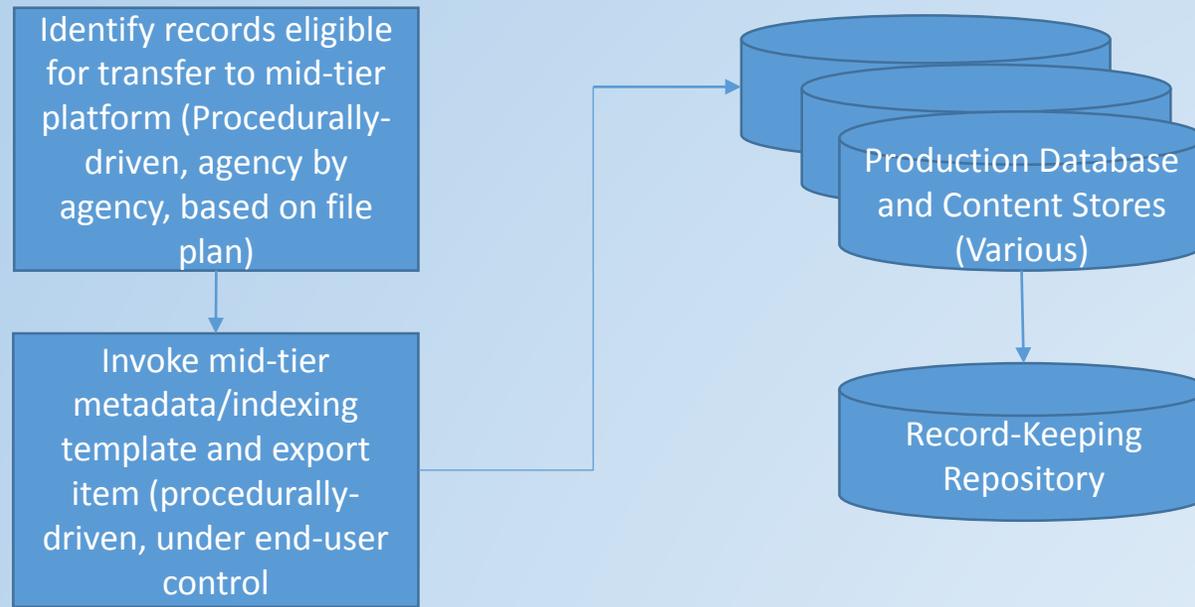
# Final Disposition Cycle For CAPSTONE E-mail



# Routine Disposition Cycle For Electronic Records on the File Plan



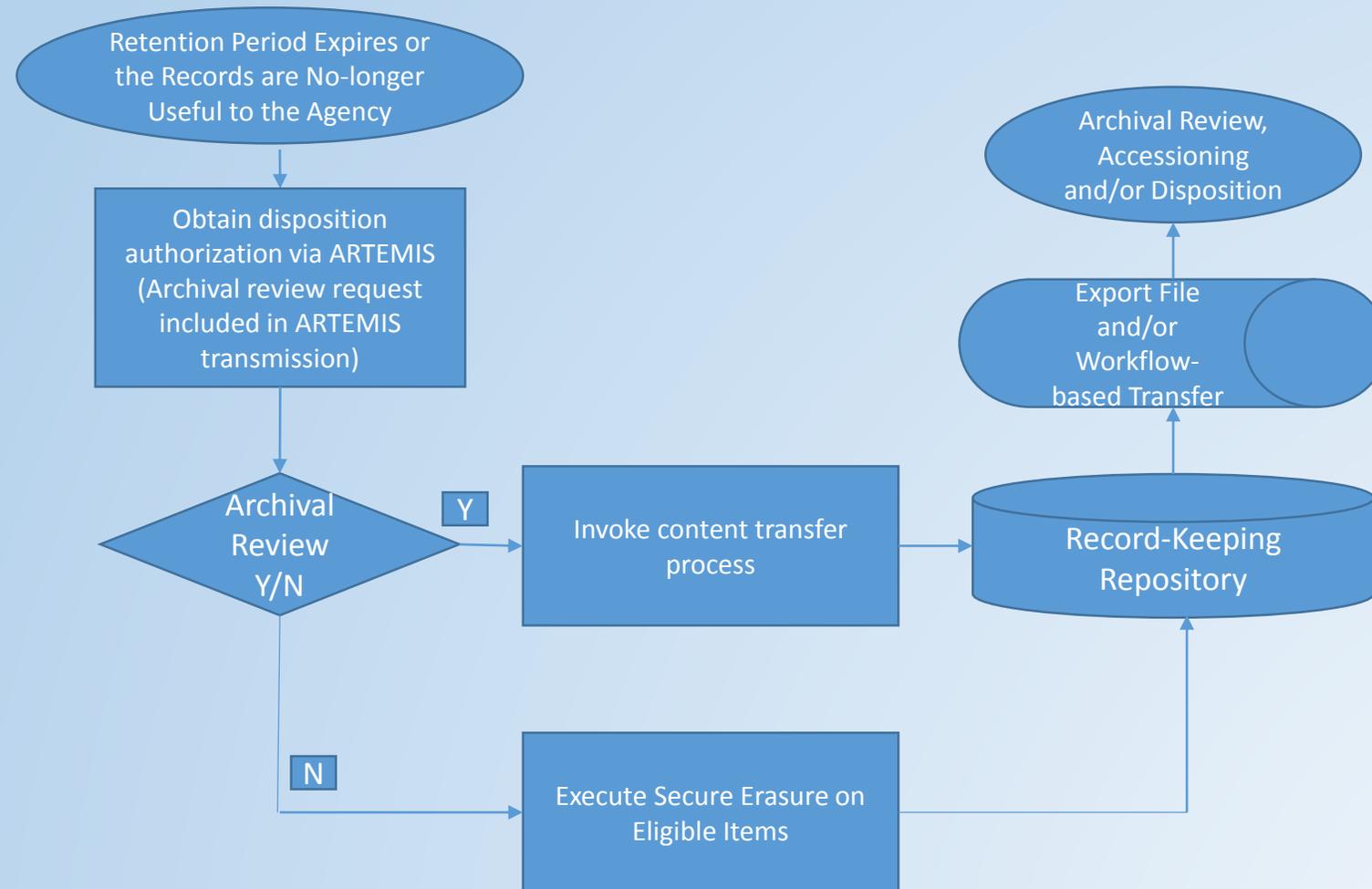
## Maintenance Cycle for Selected Electronic Records with Long-Term or Permanent Value



### Some Considerations:

- File format compatibility
- Storage and processing capacities of the record-keeping system
- Sequencing (adding by Increments)
- Transaction DBMS and data warehouses/marts (snaps shots?)
- Retention/disposition on production platform
- Social media content (TBD)
- Linking record-system with selected content/data stores via federated or universal search tools (create virtual, cross platform research hubs that allow end-users to search and retrieve electronic records from both the record-keeping system and external systems, using a search tool that resides on the records-keeping system)

# Final Disposition Cycle for Electronic Records with Long-Term or Permanent Value



Questions?

Thank You!

**Registered Imaging Systems / Amendments / Annual Reviews May 18, 2017**

<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>New Registration: Vilirie Perry</b>	17032302- MP	Delran Public Schools	System meets all requirements for registration	AccuScan
<b>New Registration: Vilirie Perry</b>	17042001- MP	Kipp Cooper Norcross Academy	System meets all requirements for registration	AccuScan
<b>New Registration: Vilirie Perry</b>	17042002- MP	TEAM Academy Charter Schools	System meets all requirements for registration	AccuScan
<b>New Registration: Vilirie Perry</b>	17042003- MP	Monmouth Regional High School District	System meets all requirements for registration	AccuScan
<b>New Registration: Vilirie Perry</b>	17042004- MP	Butler Public Schools	System meets all requirements for registration	AccuScan
<b>New Registration: Vilirie Perry</b>	17042005- MP	Clayton Public Schools	System meets all requirements for registration	AccuScan
<b>New Registration: John Berry</b>	17032301- NM	City of Long Branch	System meets all requirements for registration	Konica Minolta Business Systems

<b>Registered Imaging Systems / Amendments / Annual Reviews May 18, 2017</b>				
<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Amendment: John Berry</b>	07021505- NM	County of Hudson County, Enterprise Wide	Updated disaster recovery plan/change in support vendor	Square Softworks
<b>Annual Review &amp; Amendment: Marcella Campbell</b>	04021902- MF	Township of Woodbridge, Building Department	Added record series	N/A
<b>Annual Review &amp; Amendment: John Berry</b>	08121801- MF	Department of Law & Public Safety, Consumer Affairs	Added record series/upgraded software system/updated disaster plan	N/A
<b>Annual Review &amp; Amendment: John Berry</b>	09021906- MP	Township of Hamilton (Mercer County)	Approved migration path	N/A
<b>Annual Review &amp; Amendment: Marcella Campbell</b>	11072106- MP	City of Millville	Added record series/updated disaster recovery plan/change in support vendor	N/A
<b>Annual Review &amp; Amendment: Vilirie Perry</b>	11072107- MP	Millville Board of Education	Updated disaster recovery plan/change in support vendor	N/A

**Registered Imaging Systems / Amendments / Annual Reviews May 18, 2017**

<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review &amp; Amendment: James Jenkins</b>	03061901- NM	New Jersey Health Care Facilities Financing Authority (NJHCFFA)	Updated disaster recovery plan	N/A
<b>Annual Review &amp; Amendment: John Berry</b>	04041502- NM	Township of Freehold, Municipal Clerk	Added record series/updated disaster recovery plan	N/A
<b>Annual Review &amp; Amendment: James Jenkins</b>	07121301- NM	City of Camden	Added record series/upgraded software system	N/A
<b>Annual Review &amp; Amendment: Vilirie Perry</b>	09101517- NM	Borough of Red Bank	Added record series	N/A
<b>Annual Review &amp; Amendment: John Berry</b>	10061701- NM	Department of Law & Public Safety, Election Law Enforcement Commission	Upgraded software system/ updated disaster recovery plan/change in support vendor	N/A
<b>Annual Review: John Berry</b>	05072101- MF	County of Gloucester Surrogate's Office	N/A	N/A

<b>Registered Imaging Systems / Amendments / Annual Reviews May 18, 2017</b>				
<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review: James Jenkins</b>	05102001- MF	County of Cape May Surrogate	N/A	N/A
<b>Annual Review: John Berry</b>	08011703- MF	Township of Jefferson, Enterprise Imaging System	N/A	N/A
<b>Annual Review: John Berry</b>	11051909- MF	County of Gloucester Clerk, LRMS	N/A	N/A
<b>Annual Review: Vilirie Perry</b>	10041501- MP	South Orange Maplewood School District	N/A	N/A
<b>Annual Review: Vilirie Perry</b>	10111003- MP	Carteret School District	N/A	N/A
<b>Annual Review: Nichole Carthan</b>	12101807- MP	Brick Township Public School District	N/A	N/A
<b>Annual Review: Vilirie Perry</b>	13091906- MP	Linden Public Schools	N/A	N/A

<b>Registered Imaging Systems / Amendments / Annual Reviews May 18, 2017</b>				
<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review: Marcella Campbell</b>	01092001- NM	Department of Treasury, Division of Property Management & Construction	N/A	N/A
<b>Annual Review: Marcella Campbell</b>	07092001- NM	Township of Winslow	N/A	N/A
<b>Annual Review: James Jenkins</b>	09101506- NM	Borough of Fair Haven	N/A	N/A
<b>Annual Review: John Berry</b>	13032108- NM	Borough of Franklin Lakes	N/A	N/A
<b>Annual Review: James Jenkins</b>	14032012- NM	Cape May County Board of Social Services	N/A	N/A
<b>Annual Review: John Berry</b>	14032016- NM	Essex County Division of Family Assistance and Benefits	N/A	N/A

**Artemis -  
Archival Review Status Report**

Date Submitted	Request ID	County	Muni	Agency Name	Archival Review	Comment	Add'l Information
03/07/16	34268	Middlesex	N/A	COUNTY PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Pending	Approved Migration Path - Permanent Records	NJ Archives received requested project listing on 01/25/2017.
03/11/16	34412	Middlesex	N/A	COUNTY ENGINEERING DEPARTMENT	Archival Review Pending	Approved Migration Path - Permanent Records	NJ Archives received requested project listing on 11/30/2016.
03/23/16	34854	Morris	Parsippany-Troy Hills Twp.	MUNICIPAL ENGINEERING DEPARTMENT	Archival Review Pending	Permanent records scanned with MF backup	
6/3/2016	35992	Middlesex	Woodbridge Twp.	MUNICIPAL PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Pending	Permanent records scanned with MF backup	
6/3/2016	35994	Middlesex	Woodbridge Twp.	MUNICIPAL LOCAL BUILDING OFFICIAL	Archival Review Pending	Permanent records scanned with MF backup	
6/3/2016	36006	Middlesex	Woodbridge Twp.	MUNICIPAL ENGINEERING DEPARTMENT	Archival Review Pending	Permanent records scanned with MF backup	
8/15/2016	37338	Sussex	N/A	COUNTY DETENTION CENTER/JAIL	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
9/1/2016	37248	Sussex	N/A	COUNTY ENGINEERING DEPARTMENT	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
9/7/2016	40160	Sussex	N/A	COUNTY PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
9/7/2016	40163	Sussex	N/A	COUNTY PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
9/7/2016	37327	Sussex	N/A	COUNTY TREASURER	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
10/3/2016	37234	Sussex	N/A	COUNTY ENGINEERING DEPARTMENT	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 12/15/16
10/4/2016	40424	Burlington	Moorestown Twp.	MUNICIPAL TAX COLLECTOR	Archival Review Pending	Permanent records - Microfilm Cert present	
10/4/2016	41043	Cape May	N/A	COUNTY PROSECUTOR'S OFFICE	Archival Review Pending	Permanent records - Microfilm Cert present	
10/18/2016	41376	Sussex	N/A	COUNTY PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 1/3/17
10/20/2016	40984	Sussex	N/A	COUNTY SHERIFF'S OFFICE	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 1/3/17
11/16/2016	37246	Sussex	N/A	COUNTY BOARD OF TAXATION	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 1/3/17
11/17/2016	37298	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 1/3/17
11/17/2016	37302	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 1/3/17
1/11/2017	43195	Sussex	N/A	COUNTY TREASURER	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 3/10/17

**Artemis -  
Archival Review Status Report**

Date Submitted	Request ID	County	Muni	Agency Name	Archival Review	Comment	Add'l Information
1/27/2017	43221	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 3/24/17
2/1/2017	41225	Ocean	Brick Twp.	MUNICIPAL UTILITIES & AUTHORITIES	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 4/11/17
2/21/2017	44968	Burlington	New Hanover Township	Administration	Archival Review Pending	Approved Migration Path - Permanent Records	
2/23/2017	45035	Middlesex	Woodbridge Twp.	MUNICIPAL ENGINEERING DEPARTMENT	Archival Review Pending	Permanent records scanned with MF backup	
3/7/2017	44404	Ocean	Brick Twp.	MUNICIPAL UTILITIES & AUTHORITIES	Archival Review Pending	Approved Migration Path - Permanent Records	
3/22/2017	55967	Warren	Phillipsburg School District	Administration	Archival Review Pending	Approved Migration Path - Permanent Records	
3/23/2017	55901	Middlesex	Woodbridge Twp.	MUNICIPAL ENGINEERING DEPARTMENT	Archival Review Pending	Approved Migration Path - Permanent Records	
3/23/2017	55904	Middlesex	Woodbridge Twp.	MUNICIPAL LOCAL BUILDING OFFICIAL	Archival Review Pending	Approved Migration Path - Permanent Records	
3/23/2017	55913	Middlesex	Woodbridge Twp.	MUNICIPAL PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Pending	Approved Migration Path - Permanent Records	
4/4/2017	45320	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Pending	Permanent records - Microfilm Cert present	
4/4/2017	56413	Burlington	New Hanover Township	Administration	Archival Review Pending	Approved Migration Path - Permanent Records	
4/10/2017	45075	Ocean	Brick Twp.	MUNICIPAL UTILITIES & AUTHORITIES	Archival Review Pending	Approved Migration Path - Permanent Records	

Date Submitted	Request ID	County	Muni	Agency Name	Archival Review	Comment	Add'l Information
02/10/16	33155	Somerset	Bernards Twp.	MUNICIPAL CLERK	Archival Review Completed 8/16/2016	Approved Migration Path - Permanent Records	
4/8/2016	35322	Gloucester	N/A	COUNTY MEDICAL EXAMINER	Archival Review Completed 8/16/2016	Permanent records - Microfilm Cert present	
5/13/2016	36475	Gloucester	N/A	COUNTY MEDICAL EXAMINER	Archival Review Completed 8/16/2016	Permanent records - Microfilm Cert present	
7/19/2016	36823	Sussex	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 8/22/2016	Permanent records - Microfilm Cert present	
4/5/2016	35051	Mercer	Hamilton Twp.	MUNICIPAL CLERK	Archival Review Completed 8/24/2016	Permanent records scanned with MF backup	
4/1/2016	35117	Middlesex	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 8/24/2016	Permanent records scanned with MF backup	

**Artemis -  
Archival Review Status Report**

Date Submitted	Request ID	County	Muni	Agency Name	Archival Review	Comment	Add'l Information
03/23/16	34884	Ocean	Ship Bottom Boro	MUNICIPAL CLERK	Archival Review Completed 10/6/2016	Approved Migration Path - Permanent Records	email sent for storage option 9/26/16
02/05/16	32699	Ocean	Brick Twp.	MUNICIPAL ENGINEERING DEPARTMENT	Archival Review Completed 10/19/2016	Approved Migration Path - Permanent Records	email sent for storage option 9/26/16
03/23/16	34885	Ocean	Ship Bottom Boro	MUNICIPAL CLERK	Archival Review Completed 11/11/2016	Approved Migration Path - Permanent Records	email sent for storage option 9/26/16
03/21/16	32799	Atlantic	Estell Manor City	MUNICIPAL TAX COLLECTOR	Archival Review Completed 11/11/2016	Permanent records - Microfilm Cert present	
12/23/2016	42882	Monmouth	N/A	COUNTY ARCHIVES AND RECORDS MANAGEMENT	Archival Review Completed 1/11/2017	Approved Migration Path - Permanent Records	
11/18/2016	42085	Ocean	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 1/11/2017	Permanent records - Microfilm Cert present	
11/17/2016	42112	Somerset	Bernards Twp.	MUNICIPAL CLERK	Archival Review Completed 1/11/2017	Approved Migration Path - Permanent Records	
11/10/2016	42078	Middlesex	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 1/12/2017	Permanent records scanned with MF backup	
10/6/2016	40980	Somerset	Bernards Twp.	MUNICIPAL TREASURER	Archival Review Completed 1/20/2017	Approved Migration Path - Permanent Records	email sent for storage option 12/15/16 - Records Stored on 1/6/17 (RSC) (1 box)
10/18/2016	41370	Burlington	Moorestown Twp.	MUNICIPAL HEALTH DEPARTMENT	Archival Review Completed 1/20/2017	Permanent records - Microfilm Cert present	
12/23/2016	42876	Gloucester	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 1/20/2017	Permanent records - Microfilm Cert present	
1/17/2017	43091	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Completed 1/23/2017	Permanent records scanned with MF backup	
1/10/2017	42913	Bergen	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 1/26/2017	Permanent records scanned with MF backup	
1/5/2017	42974	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Completed 1/26/2017	Permanent records scanned with MF backup	
8/15/2016	39431	Somerset	Bernards Twp.	MUNICIPAL CLERK	Archival Review Completed 1/30/2017	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16 Records Stored: 1/6/17 (RSC) (1 box)
1/26/2017	43310	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Rejected 3/13/2017	Approved Migration Path - Permanent Records	Reject as per agency
1/26/2017	43295	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Rejected 3/13/2017	Approved Migration Path - Permanent Records	Reject as per agency
1/26/2017	43286	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Rejected 3/13/2017	Approved Migration Path - Permanent Records	Reject as per agency
3/10/2017	55603	Gloucester	N/A	COUNTY MEDICAL EXAMINER	Archival Review Completed 4/12/2017	Permanent records - Microfilm Cert present	
3/10/2017	55657	Gloucester	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 4/12/2017	Permanent records - Microfilm Cert present	

**Artemis -  
Archival Review Status Report**

<b>Date Submitted</b>	<b>Request ID</b>	<b>County</b>	<b>Muni</b>	<b>Agency Name</b>	<b>Archival Review</b>	<b>Comment</b>	<b>Add'l Information</b>
2/17/2017	44944	Mercer	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 4/12/2017	Permanent records - Microfilm Cert present	
4/7/2017	55864	Ocean	Brick Twp.	MUNICIPAL UTILITIES & AUTHORITIES	Archival Review Completed 4/12/2017	Approved Migration Path - Permanent Records	
4/12/2017	56644	Gloucester	Monroe Township Public School District	Administration	Archival Review Completed 4/20/2017	Approved Migration Path - Permanent Records	Reject as per agency

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT SCHEDULE HEADING</b>	Motor Vehicle Commission	<b>AGENCY # S790702</b>		
<b>DIVISION:</b>	Business & Government Operations	<b>SCHEDULE # 002</b>		
<b>BUREAU:</b>	Imaging Services Center (ISC)	<b>PAGE #</b>	1	<b>OF</b>
				2

**RETENTION SCHEDULE AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	Motor Vehicle Commission-Business & Government Operations-Imaging Services Center(ISC)
<b>FORMER AGENCY NUMBER</b>	S790702-001

**RECORDS SERIES LEVEL AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0000	Certificate of Ownership File	Superseded; Description; Retention	Header Record  Contains documents that have been submitted to DMV agencies for issuance of titles: source documents previous New Jersey titles; manufacturers' statements of origin; DMV Power of Attorney Forms; various applications; and other related materials.	S790702-002 RS#0001-0000 Contains documents that have been submitted to DMV agencies for issuance of titles: source documents previous New Jersey titles; manufacturers' statements of origin; DMV Power of Attorney Forms; various applications; and other related materials. Certificate of Ownership File <b>Note: see N.J.S.A. 39 10-13; recommend microfilming.</b>  Retention: 8 years from date of insurance
0001-0001	Certificate of Ownership File	Obsolete	Retention: 8 years from date of insurance	Combined with S790702-002 RS#0001-0000

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
	S790702	0002	2 OF 2

0001-0002	Certificate of Ownership File (Microfilm)	Obsolete	Retention: 8 years from date of insurance	Combined with S790702-002 RS#0001-0000
0001-0003	Certificate of Ownership File (Database)	Obsolete	Retention: 8 years from date of insurance	Combined with S790702-002 RS#0001-0000
0005-0000	Driver History Records	Superseded; Retention	Header Record	S790702-0002 RS#0005-0000 Retention: 60 years from the date of entry
0005-0001	Driver History Records (Electronic)	Obsolete	Retention: 60 years from the date of entry	Combined with S790702-002 RS#0005-0000
0005-0002	Driver History Records (Microfilm)	Obsolete	Retention: 60 years from the date of entry	Combined with S790702-002 RS#0005-0000
0006-0001	Driver License and Registration Applications	Superseded; Description	Processed by mail through the remittance Processor (RPS), or issued at an agency.	S790702-002 RS#0006-0001 Processed by mail through the remittance Processor (RPS,) or issued at an agency. Note: see N.J.S.A. 39:3-28 Retention: 3 years after expiration
0006-0002	Driver License and Registration Applications (Microfilm)	Obsolete	Retention: 3 years after expiration	Combined with S790702-002 RS#0006-0001
0006-0003	Driver License and Registration Applications (Electronic)	Obsolete	Retention: 3 years after expiration	Combined with S790702-002 RS#0006-0001
0006-0005	Real ID Driver's License and Identification Cards Source Documents	New		Original or certified copies (where applicable) of documents presented by an applicant. Birth Certificate, Certification, Passport, SS Card, etc. Note: see 6 CFR 37:31(3). Retention: 10 years/ Destroy

# STATE OF NEW JERSEY



## Motor Vehicle Commission-Business & Government Operations-Imaging Services Center (ISC)

**S790702-002**

Records Retention and Disposition Schedule		Agency: S790702	Schedule: 002	Page #:1 of 3
<b>Department:</b>	Motor Vehicle Commission-Business & Government Operations- Imaging Services Center (ISC)	<b>Agency Representative:</b>	Dean Stout	
		<b>Title:</b>	Manager 2	
		<b>Phone #:</b>		

SCHEDULE APPROVAL: 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.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Certificates Of Ownership File --- Contains documents that have been submitted to DMV agencies for issuance of titles: source documents previous New Jersey titles; manufacturers statements of orgin; DMV Power of Attorney Forms; various appliocations; and other related materials. Note: see <u>N.J.S.A. 39:10-13</u> ; recommend microfilming					P	8 Years  from date of insurance		Destroy	
0002-0000	Certificate Of Mail List Files --- Contains mail list for scheduled suspensions and orders of suspensions, certifying that the notice was mailed to the driver. Lists, suspension code, driver license number, and name and address of the driver.					P	60 Years		Destroy	
0003-0000	DMV Power Of Attorney (Additional Copies) --- Original maintained in Certificate of Ownership File					P	Periodic review		Destroy	
0004-0000	Driver History Purge File (COM) --- Consist of listing of violations per driver that have been purged from the database. Includes: date, type of vioalction, and point value. Note: Purged listing are currently on Computer Output Microfilm (COM) subject to complaince with COM guidelines to be issued by the Division of Archives and Records Management and approved by the State Records Committee					P	Periodic review not to exceed 1 year		Destroy	

Records Retention and Disposition Schedule				Agency: S790702			Schedule: 002		Page #:2 of 3	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0005-0000	Driver History Records --- These records list information pertaining to the driving records of individuals. May include but is not limited to the following: accident reports, Scheduled Suspension Notices, Order of Suspension Notice, Violations (Magistrate Report - MF-1) Fee Payment Forms, and Fee Payment/Authorization Forms (RSC-1).					P	60 Years  from the date of entry		Destroy	
0006-0000	Driver License And Registration Applications --- Contains driver license and registration applications.					P			Destroy	
0006-0001	Driver License And Registration Applications --- Processed by mail through the remittance Processor (RP S), or issued at an agency. Note: see <u>N.J.S.A.</u> 39:3-28.					P	3 yrs after expiration	Until completion of audit	Destroy	
0006-0004	Driver Examination Permit Application --- Contains Initial application for drivers permit and original Ride Slip (ST-10).					P	3 yrs after expiration	Until completion of audit	Destroy	
0006-0005	Real ID Drivers License And Identification Cards Source Documents --- Original or certified copies (where applicable) of documents presented by an applicant. Birth Certificate, Certification, Passport, SS Card, etc. Note: see 6 CFR 37:31(3).					P	10 Years		Destroy	
0007-0000	Handicapped Plates And Placards Files					P	60 Years		Destroy	
0008-0000	Returned Undelivered Mail --- Notices that have been returned by the Postal authorities as undelivered. May include but not limited to Scheduled and Order of Suspension Notices, etc.					P	Until completion and verification of date entry		Destroy	

Records Retention and Disposition Schedule				Agency: S790702			Schedule: 002		Page #:3 of 3	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0009-0000	Schedule Of Highway Motor Vehicles , Copy (Form 2290) --- Consist of an Internal Revenue Service (IRS) business income tax return form. According to 23 CFR Ch.1 669.21: Procedure for evaluating state compliance. The form is used to ensure compliance with Federal requirments. States are required to retain the form 1 yr					P	1 Years		Destroy	
0010-0000	Drivers/Vehicles Information Request --- Forms used by Motor Vehicle Commission (MVC) to collect data necessary to fill public information request. This involves various forms depending on particular information requested, i.e. vehicle registration, lien search, title search, drivers license abstract, etc. Information completed by requestor may include but not limited to requestors name address, Drivers Licnese No., type of informatiom requested and signature					P	9 Months after request processed	6 Months after request processed	Destroy	
0011-0000	Agency Voids --- Contains field offices; voided misprints of : Certificates of Title (Copy), Driver License, Voids, Transaction File Record; and possible transactions duplicates summary (printout). Financial audit involved					P	3 yrs from transaction date	Until completion of audit	Destroy	