



AGENDA
STATE RECORDS COMMITTEE
January 21, 2016
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

- I. Review of December 17, 2015 minutes**

- II. Administrative Actions:**
 - A. Announcement of Approval of Destruction Authorization:**
 - 1. Routine Request: #87-264 – 87-296
 - 2. Artemis Request: #523224 – 523644

 - B. Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee (See Attached)

- III. New Business:**
 - A. Records Retention Schedules:**
Law and Public Safety – Presented by John Berry
Criminal Justice – S660400-003 Items 0100-0000 – 0100-0002

- IV. Other Business:**



MINUTES
STATE RECORDS COMMITTEE
January 21, 2016

Michael J. Tyger, Secretary, called the 421st 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 except for the representative from the State Auditor's office, who was unable to attend the meeting.

Mr. Tyger welcomed Stacy Spera from the Division of Local Government Services to the State Records Committee.

ATTENDANCE:

SRC: State Treasurer, Michael Tyger, designee
Division of Local Government Services, Stacy Spera, designee
Attorney General, Cameryn Hinton, alternate designee
State Archives, Joseph Klett

Staff: Sharon Allen, Technical Assistant II, Records Management Services
John Berry, Records Analyst I, Records Management Services
Ellen Callahan, Supervising Archivist, NJ State Archives, Department of State
Marcella Campbell, Technical Assistant I, Records Management Services
Nichole Carthan, Records Manager, Records Management Services
Virma Guzman-Reyes, Head Audit Account Clerk, Records Management Services
James Jenkins, Records Analyst III, Records Management Services
Irwin Nadel, Chief of Operations, Records Management Services
Baljinder Pannu, Data Entry Operator, Records Management Services
Vilirie D. Perry, Records Analyst I, Records Management Services
Esther Watkins, Secretarial Assistant II, Records Management Services

Other: Denise Hollingsworth, Law & Public Safety, Criminal Justice
David Brice, Michele Everly, Gloucester County Clerk's Office
Lauren Wiley, Mercer County Clerk's Office

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the December 17, 2015 minutes four (4) 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: #87-264 – #87-296
2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #523224 – #523644

**B. Registered Imaging Systems / Amendments / Annual Reviews:
Report to the State Records Committee: (See Attached)**

II. NEW BUSINESS:

A. Records Retention Schedules (See Attached)

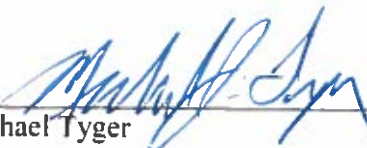
Law and Public Safety – Presented by John Berry

Criminal Justice – S660400 Items 0100-0000 – 0100-0002 - Approved without change

III. OTHER BUSINESS:

Mr. Tyger inquired if there were any updates for the Special Request and Authorization for Records Disposal for the Department of Human Services, Division of Developmental Disabilities. Ms. Carthan stated that the agency is working to have the information available by the next SRC meeting.

There being no other business, the Committee adjourned at 10:17 a.m.



Michael Tyger
Secretary
State Records Committee