



**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**



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  
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, Deputy 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 its 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.



Michael J. Tyger  
Secretary  
State Records Committee