



STATE OF NEW JERSEY  
STATE RECORDS COMMITTEE  
PO BOX 661, TRENTON, NJ, 08625-0661 609.530.3200

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**AGENDA**  
**STATE RECORDS COMMITTEE**  
**July 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**

- I. Review of May 21, 2015 minutes
- II. Administrative Actions:
  - A. Announcement of Approval of Destruction Authorization:
    1. Routine Request: #86-019 - #86-269
    2. Artemis Request: #520248 - #522087
  - B. Records Management:  
Report to the State Records Committee (See Attached)
  - C. Image Processing System Amendments / Annual Reviews:  
Report to the State Records Committee (See Attached)
- III. Old Business:
  - A. Special Request and Authorization for Disposal of Damaged Records:
    1. Old Bridge Library - Presented by Vilirie Perry
- IV. Imaging Certification:
  - A. Borough of Ship Bottom - Marcella Giordano
  - B. Clearview Regional High School - Vilirie Perry
  - C. Ridgewood Public Schools - Vilirie Perry
- V. Records Retention:
  - A. Records Retention Schedules: (See Attached)  
Community Affairs - Presented by Nichole Carthan  
Local Government Services, Local Finance Board (DCA) - S220303-004 Item 0002-0000  
Department of Health - Presented by John Berry  
Division of HIV, STD and TB Services, Bureau of Tuberculosis Control - S461310-001  
County Agency General Schedule (Video Surveillance Recordings) - Presented by Nichole Carthan & Vilirie Perry - C820000-010 Item 0706-0000  
Municipal Agency General Schedule (Video Surveillance Recordings) - Presented by Nichole Carthan & Vilirie Perry - M100000-009 Item 0706-0000  
State General Schedule (Video Surveillance Recordings) - Presented by Nichole Carthan & Vilirie Perry - G100000-007 Item 2100-0000

**VI. Other Business: (See Attached)**

**A. New Rules Changes for Public Records Management**



MINUTES  
STATE RECORDS COMMITTEE  
July 16, 2015

Michael J. Tyger, Secretary, called the 418th meeting of the State Records Committee to order at 10:04 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 and welcomed Colleen Kelly, from Department of Community Affairs, Division of Local Government Services. Mr. Tyger also stated that Ms. Kelly is observing today's proceedings as we transition to new representation from that department.

**ATTENDANCE:**

*SRC:* State Treasurer, Michael Tyger, designee  
State Auditor, William Robinson, designee  
Division of Local Government Services, Colleen Kelly  
Attorney General, Todd Wigder, designee & 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  
Nichole Carthan, Records Manager, Records Management Services  
Vilirie D. Perry, Records Analyst I, Records Management Services  
Irwin Nadel, Chief of Operations, Records Management Services  
Marcella Giordano, Records Analyst II, 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  
Ellen Callahan, NJ State Archives. Department of State

*Other:* Elaine White, Department of Health  
Marguerite Hubscher, Lisa Chiarello, George Rojas, Mercer County Clerk's Office  
Robert Gallagher, City of Jersey City  
Dan Freed, Sussex County  
Allen Kurdyln, Vinny Giacomini, Somerset County  
Marc Pfeiffer, Bloustein Local

Joanne McKinley, Access NJ /CNA Services  
Sharon Young, West Windsor Township

## **MINUTES:**

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

Upon motion, seconded, the Committee voted to approve the May 21, 2015 minutes, three (3) yes, none (0) no, and one (1) abstention.

## **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: #86-019 - #86-269**
- 2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #520248 - #522087**

### **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. Borough of Ship Bottom – Borough of Ship Bottom 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, 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 #15071601-MF)**
- B. Clearview Regional High School - Clearview Regional High School 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, 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 #15071602-MF)**
- C. Ridgewood Public Schools - Ridgewood Public Schools proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Access 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 #15071603-MF)**

### III. OLD BUSINESS:

- A. **Special Request and Authorization for Disposal of Damaged Records** - (See attached)
1. **Old Bridge Library** – Presented by Vilirie Perry – Old Bridge Library met all conditions that were required when the destruction request was approved at the May 21, 2015 meeting.

### IV. NEW BUSINESS:

- A. **Records Retention Schedules** (See Attached)
- Community Affairs** – Presented by Nichole Carthan  
Local Government Services – Local Finance Board (DCA) – S220303-004 Item 0002-0000 – Approved without changes.
- Department of Health** – Presented by John Berry  
Division of HIV, STD and TB Services, Bureau of Tuberculosis Control – S461310-001 – Approved without changes.
- County Agency General Schedule (Video Surveillance Recordings)** – Presented by Nichole Carthan & Vilirie Perry – C820000-010 Item 0706-0000 – Tabled
- Municipal Agency General Schedule (Video Surveillance Recordings)** – Presented by Nichole Carthan & Vilirie Perry – M100000-009 Item 0706-0000 - Tabled
- State General Schedule (Video Surveillance Recordings)** – Presented by Nichole Carthan & Vilirie Perry – G100000-007 Item 2100-0000 - Tabled

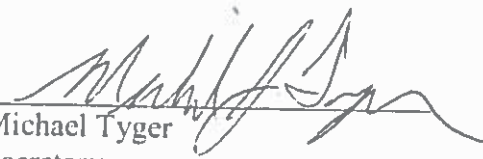
After some excellent questions and debate on exact meaning and wording, as well as some valuable input from the attendees of this public session, the committee decided to hold any voting on the County, Municipal & State schedules for video surveillance records until the language can be modified and Criminal Justice review can be completed. The plan will be to complete the changes and review and bring the schedules back for voting at the next SRC meeting.

### V. OTHER BUSINESS:

1. Records Management noted that, with rule changes now in effect, the Image Processing System Certification process will no longer be required. Rather, agencies will go through Registration for Public Records Management systems and some type of report will be developed to put these routine registrations on the record through SRC minutes. Marc Pfeiffer commended the Records Management staff for all the work that was done for updating and streamlining records management rules.
2. Irwin Nadel of DORES brought up the continuing need to meet with Archives regarding procedural changes and Mr. Klett's concerns about identifying records for archival review. Mr. Nadel noted that Artemis may assist with some of the procedural issues.

3. Mr. Nadel asked about scheduling a special SRC meeting in August regarding the IT Data Retention Schedules that were presented a few months ago. However, the details must still be worked out between Archives and DORES. Without the schedules being ready at this point, and without a definite commitment that they could be ready for August, Mr. Tyger suggested that a Special Meeting is premature. Instead, the goal will be to bring final schedules to the next SRC Meeting in September.

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

  
Michael Tyger  
Secretary  
State Records Committee