



AGENDA
STATE RECORDS COMMITTEE
May 16, 2013
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
Review of the October 18, 2007, November 8, 2007 and March 21, 2013 minutes

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorization:

- 1. Routine Request: #81-757 - #81-926 (exceptions to series 81 numbers 501 and 521)**
- 2. Artemis Request: #511357 - #512135**

B. Records Management:

Report to the State Records Committee: (See attached)

C. Image Processing System Certification:

Report to the State Records Committee (See attached)

II. IMAGING CERTIFICATION:

- A. Washington Academy**
- B. Warren County Special Services School District**
- C. High Bridge School District**
- D. Florham Park School District**
- E. Union City School District**
- F. Readington Township School District**
- G. Camden County College Enterprise Imaging System**

III. OLD BUSINESS

A. Image Certifications: None

B. Retention Schedules: None

C. Request and Authorization for Records Disposal: None

D. Other:

The revised New Jersey Records Manual is available on the Records Management Services website, at <http://www.nj.gov/treasury/revenue/rms/RecordsManual.shtml>. The manual is interactive and comments are welcome.

IV. NEW BUSINESS

A. Records Retention Schedules: None

B. Special Request and Authorization for Records Disposal:

1. Woodbridge Township Health Department (Middlesex County) – prepared by John Berry

V. OTHER BUSINESS: None

MINUTES
STATE RECORDS COMMITTEE
May 16, 2013

Michael J. Tyger, Secretary, called the 404th 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.

ATTENDANCE:

SRC: Attorney General, Lisa Dorio Ruch, designee
Division of Local Government Services, Erin Mallon Knoedler, designee
State Archives, Joseph Klett
State Treasurer, Michael Tyger, designee

Staff: Sharon Allen, Technical Assistant, II, Records Management Services
Robert Benco, Chief of Operations, Records Management Services
Kathryn Cornell, Program Technician, Records Management Services
Barbara Goszka, Acting Deputy Manager for Records Management and Imaging Services,
Records Management Services
Maureen Hedden, Administrative Analyst II, Records Management Services

Other: None

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Minutes for October 18, 2007 and November 8, 2007 were withheld for further review and legal advice. These minutes were never approved on a timely basis, and although there is no dispute that the basic actions are accurately reflected, the extended timeframe and turn-over of SRC designees may make it difficult to definitively approve the minutes. Michael Tyger will submit to the Division of Law the following questions: What is the difference between reaffirming and approving minutes, and do we have an option to "reaffirm"? Are actions approved prior to the minutes being approved, and if so is it required that the minutes be "approved"? Is the attendance sheet adequate enough to show who attended the meeting?

During the review of the March 21, 2013 meeting minutes the following change was noted; delete the word designee after Joseph Klett's name under SRC Attendance.

Upon motion, seconded, the Committee voted to approve the March 21, 2013 minutes four (4) yes, none (0) no, and one (1) abstentions.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorization:

1. Secretary Tyger announced the approval of routine hardcopy requests for disposal of public records: #81-757 - #81-926 (exceptions to series 81 numbers 501 and 521)
2. Secretary Tyger also announced the approval of routine online Artemis requests for disposal of public records - #511357 - #512135

B. Records Management:

Report to the State Records Committee: (See attached)

C. Image Processing System Certification:

Report to the State Records Committee: (See attached)

II. IMAGING CERTIFICATION:

A. Washington Academy – Washington Academy proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Barbara Goszka stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13051601-MF)

B. Warren County Special Services School District – Warren County Special Services School District proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Barbara Goszka stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13051602-MF)

C. High Bridge School District – High Bridge School District proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Barbara Goszka stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13051603-MF)

D. Florham Park School District – Florham Park School District proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Barbara Goszka stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13051604-MF)

- E. Union City Schools** – Union City Schools proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Barbara Goszka stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant’s image processing system. (Certification # 13051605-MF)
- F. Readington Township Public Schools** – Readington Township Public Schools proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Barbara Goszka stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant’s image processing system. (Certification # 13051606-MF)
- G. Camden County College Enterprise Imaging System** – Camden County College proposed an enterprise imaging system. MTS Software Solutions is the imaging vendor. Camden County will be storing their original documents after scanning. Barbara Goszka stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant’s image processing system. (Certification # 13051607-MF)

III. OLD BUSINESS:

- A. Image Certifications:** None
- B. Retention Schedules:** None
- C. Request and Authorization for Records Disposal:** None
- D. Other:**
 The revised New Jersey Records Manual is available on the Records Management Services website, at <http://www.nj.gov/treasury/revenue/rms/RecordsManual.shtml>. The manual is interactive and comments are welcome.

IV. NEW BUSINESS:

- A. Records Retention Schedules:** None
- B. Special Request and Authorization for Records Disposal: prepared by John Berry**
 - 1. Woodbridge Township Health Department (Middlesex County).**
 Upon motion, seconded, the Committee approved the disposal of the documents with the contingency that a follow up site visit is done to confirm that township documents are being properly stored. No date was established for this site visit by the committee.

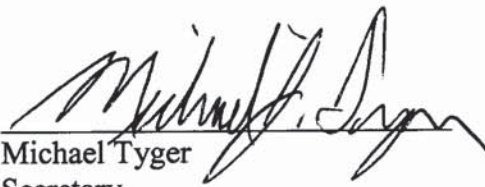
V. OTHER BUSINESS:

Erin Mallon Knoedler asked for an update in reference to electronic archives. Mr. Tyger said that he was the delay in getting back to this issue, and that once the budget hearing process is concluded he hopes to have more time to review and come up with some strategies going forward. Mr. Klett asked if

that meant that nothing could be done in the FY 14 budget cycle. Mr. Tyger stated that at this point he believes that any specific budget requests for electronic archives would have to be for FY 15. However, Mr. Tyger also noted that progress might still be made in FY 14 using existing budgets and resources.

Ms. Knoedler also inquired as to why the Records Analysts are not present at the SRC meetings and suggested that they should be for future meetings. She felt that it was a disservice that they are not. The other members also agreed that they should be present. Robert Benco said that the Analysts are on call and if there are any inquiries they are available and will be called to the meeting. Mr. Benco asked if there were any inquiries and there was none. Mr. Tyger noted that his understanding was that the Records Analysts would not all be attending every SRC meeting, but that they certainly should if they have prepared an item of business that is expected to generate significant questions and discussion. The SRC members can request in advance that an Analyst be in attendance based on an upcoming agenda, or at the meeting an Analyst can be asked to come in and speak to a particular issue or question. The goal is not to prevent the positive discussion that can occur when an Analyst attends, but rather to not impact the time of Analysts with nothing on the agenda for that particular SRC meeting.

There being no other business, the Committee adjourned at 11:02 am.


Michael Tyger
Secretary
State Records Committee