



**AGENDA**  
**STATE RECORDS COMMITTEE**  
**September 17, 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 July 16, 2015 minutes
- II. Administrative Actions:
  - A. **Announcement of Approval of Destruction Authorization:**
    - 1. Routine Request: #86-270 – #86-879
    - 2. Artemis Request: #521188 - #522030
  - B. **Registered Imaging Systems / Amendments / Annual Reviews:**  
Report to the State Records Committee (See Attached)
- III. Old Business:
  - A. **Records Retention Schedules:** (See Attached)
    - County Agency General Schedule - C820000-010 – Presented by Nichole Carthan & Vilirie Perry –  
Item 0706-0000 - Video Surveillance Recordings Only
    - Municipal Agency General Schedule – M100000-009 – Presented by Nichole Carthan & Vilirie Perry -  
Item 0706-0000 - Video Surveillance Recordings Only
    - State General Schedule - G100000-007 – Presented by Nichole Carthan & Vilirie Perry –  
Item 2100-0000 - Video Surveillance Recordings Only
- IV. Records Retention:
  - A. **Records Retention Schedules:** (See Attached)
    - Department of Health – Presented by John Berry  
Commissioner's Office, Health Care Quality Assessment – S460119-002
    - State General Schedule - Presented by Irwin Nadel
    - Electronic Records - G100000-007 Items 2200-0000 – 2217-0000
- V. Other Business: (None)



MINUTES  
STATE RECORDS COMMITTEE  
September 17, 2015

Michael J. Tyger, Secretary, called the 419th meeting of the State Records Committee to order at 10:03 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  
State Auditor, William Robinson, designee  
Division of Local Government Services, Colleen Kelly  
Attorney General, Todd Wigder  
State Archives, Joseph Klett

*Staff:* Sharon Allen, Technical Assistant II, Records Management Services  
John Berry, Records Analyst I, Records Management Services  
Ellen Callahan, NJ State Archives, Department of State  
Marcella Campbell, Technical Assistant I, Treasury  
Nichole Carthan, Records Manager, Records Management Services  
Virma Guzman-Reyes, Head Audit Account Clerk, Records Management Services  
James Jenkins, Data Entry Machine Operator 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

*Other:* Elaine White, Department of Health  
Maria Lisa Bazela, Christina Napolitano, Bergen County, Office of the County Clerk  
Lauren Wiley, Mercer County Records Management  
Joe Brigandi, Michelle Everly, Gloucester County Clerk's Office  
Amalia Meshane, Maria Jacobi, Department of Transportation

## MINUTES:

### APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the July 16, 2015 minutes.

## 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: #86-270 - #86-879
2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #521188 - #522030

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

## II. OLD BUSINESS:

### A. Records Retention Schedules (See Attached)

County Agency General Schedule (Video Surveillance Recordings) - C820000-10 - Presented by Nichole Carthan & Vilirie Perry - Item 0706-0000 – Approved with minor changes to description for agency retention.

Municipal Agency General Schedule (Video Surveillance Recordings) – M100000-009 – Presented by Nichole Carthan & Vilirie Perry – Item 0706-0000 – Approved with minor changes to description for agency retention.

State General Schedule (Video Surveillance Recordings) – Presented by Nichole Carthan & Vilirie Perry – Item 2100-0000 – Approved with minor changes to description for agency retention.

Department of Transportation (DOT) mentioned that they didn't believe their current system has the capacity to store images beyond 7 days and were not sure if they would be able to comply with the schedule. Mr. Tyger asked about the possibility of waiving the requirement for DOT or others that might not have capability to retain 30 days in their current systems. Mr. Nadel said that no such waiver process existed, and Mr. Klett mentioned that a waiver would undermine the whole schedule. Ms. Callahan asked about a phased-in approach, but some of the members of the committee said that was not possible. Mr. Klett stated, to his knowledge, the SRC has never issued a waiver for a retention requirement. Mr. Tyger asked DOT to determine what the actual capabilities of the system they have are, and see if options exist to allow for a 30-day retention rather than speculating about other options.

Mr. Tyger thanked Todd Wigder for his excellent input in working with Criminal Justice to finalize the verbiage on the Video Surveillance Recordings for the County, Municipal and State schedules.

**III. Records Retention Schedule:**

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

Department of Health – Presented by John Berry  
Commissioner's Office. Health Care Quality Assessment – S460119-002 – Approved without changes.

State General Schedule – Presented by Irwin Nadel  
Electronic Records – G100000-007 Items 2200 - 0000 – 2214-0000 – 21 Record Series were approved & 4 Records series were withdrawn and will be presented at a future meeting.

Records Series 2200-0000, 2201-0000, 2201-0001, 2201-0002, 2202-0000, 2205-0000, 2205-0001, 2206-0000, 2206-0001, 2206-0002, 2206-0003, 2207-0000, 2207-0001, 2207-0002, and 2212-0000; Approved without changes

Records Series 2203-0000, 2204-0000, 2205-0002, 2208-0000 and 2211-0000; Approved with changes to the wording of the descriptions and the language describing Agency Retention in series 2203.

Record Series 2209-0000, 2210-0000, 2213-0000 and 2214-0000; Withdrawn.

(Note: The series numbers above reflect the agenda numbering. Because certain series were withdrawn, the actual numbering in the General Schedule was modified).

**IV. OTHER BUSINESS: (See Attached)**

Mr. Tyger thanked everyone for their patience with the electronic schedule, and noted that the time spent was worth it based on the progress that was made. Mr. Tyger noted that the items related to electronic records not approved today will be the subject of meetings between DORES and Archives and that he would like to participate in those meetings. Mr. Klett suggested that perhaps county government would also like to be involved with these discussions. Mr. Nadel mentioned that for now the Electronic Schedule is just for the executive branch. Mr. Tyger would welcome local government participation when appropriate.

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

  
Michael Tyger  
Secretary  
State Records Committee