



MINUTES  
STATE RECORDS COMMITTEE  
December 19, 2019

Amanda Truppa, Secretary, called the 440th meeting of the State Records Committee to order at 10:02 a.m. December 19, 2019. She 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.

Ms. Truppa stated that there was a quorum present and the Department of Community Affairs was excused.

**ATTENDANCE:**

*SRC:* State Treasurer, Amanda Truppa, Designee  
State Auditor, Ken Kramli, Designee  
Attorney General, Valentina DiPippo, Designee  
Division of Archives and Records Management, Department of State, Donald Cornelius

*Staff:* Elizabeth Hartmann, Administrative Analyst 3, Records Management Services  
John Berry, Records Analyst 1, Records Management Services  
Marcella Campbell, Technical Assistant 2, Records Management Services  
Virma Guzman-Reyes, Head Audit Clerk, Records Management Services

*Other:* Lisa Paddock, Deputy Director –Department of Health  
Trish Davis, Senior Management Assistant, Department of Health  
Patricia Horrell, Technical Assistant, Department of Health  
Jason Timmerman, Manager, NJ Racing Commission  
Brian Klingele, Office of the State Auditor  
Arthur Staerk, AccuScan

**MINUTES:**

**APPROVAL OF PREVIOUS SRC MEETING MINUTES:**

Upon motion, seconded, the Committee voted to approve the September 19, 2019 Minutes four (4) yes, none (0) no.

**I. Administrative Actions:**

**A. Announcement of Approval of Destruction Authorization:**

Secretary Truppa announced the approval of routine Artemis requests for disposal of public records: #559240-561103

**B. Registered Imaging Systems / Amendments / Annual Reviews:**

Report to the State Records Committee: (See attached)

**II. New Business:**

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

**1. NJ Transit Administrative Support – Capital Planning & Programs**

**S819020 – Retired Schedule. Approved without changes.**

**2. NJ Transit Corporate - Capital Planning & Programs S819060 - Retired**

**Schedule - Approved without changes.**

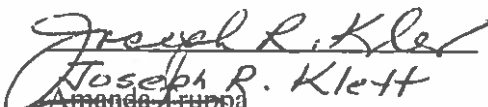
**3. Health – Epidemiology, Environmental & Occupational Health –**

**Administration or Cancer Epidemiology Services S460606 - Approved without changes.**

**4. Law & Public Safety – Racing Commission S661220 – Approved without**

**changes - Attorney General recused.**

There being no other business, the Committee adjourned at 10:18: a.m.

  
~~Amanda Truppa~~  
Joseph R. Klett  
Secretary Pro Tempore  
State Records Committee