



AGENDA
STATE RECORDS COMMITTEE
December 15, 2016
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

- I. Review of September 15, 2016 and September 19, 2016 Minutes**
- II. Administrative Actions:**
 - A. Announcement of Approval of Destruction Authorization:**
 1. Routine Request: #87- 445 – #87-447
 2. Artemis Request: #530088 – #531943
 - B. Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee: (See Attached)
- III. New Business:**
 - A. Records Retention Schedules:** (See Attached)
 1. Department of Treasury – Presented by Marcella Campbell
Unclaimed Property Administration – S820833-004
- IV. Other Business:**
 - A. Proposed Dates for State Records Committee Meetings for 2017**



MINUTES
STATE RECORDS COMMITTEE
September 15, 2016

Michael J. Tyger, Secretary, called the 424th 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
Division of Local Government Services, Jason Martucci, Alternate Designee
Attorney General, Todd Wigder, Designee
State Auditor, William Robinson, Designee
Division of Archives and Records Management, Department of State, Joseph Klett

Staff: Irwin Nadel, Chief of Operations, Records Management Services
Nichole Carthan, Records Manager, Records Management Services
Ellen Callahan, Supervising Archivist, Division of Archives and Records Management,
Department of State
Sharon Allen, Technical Assistant II, 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
Vilirie D. Perry, Records Analyst I, Records Management Services
Esther Watkins, Secretarial Assistant II, Records Management Services

Other: Robert Harbold, Department of Human Services, Division of Developmental Disabilities
Elaine White, Department of Health
Allison Reynolds, Jessica Uttal, Kerin Shellenbarger, Heidi Winzinger, SADC
Ellen Callah, NSSA
Argean Cook, NJ Transit

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the January 21, 2016 minutes three (3) yes, none (0) no, and two (2) abstention.

Mr. Joseph Klett stated at the July 21, 2016 meeting there was a Special Request for Destruction of Damage Records by Mount Olive Police Department in which a very lengthy discussion occurred between the Mount Olive Police and the Committee. Mr. Klett recommended that some language be included in the July 21, 2016 minutes to reference that was discussed; particularly whether or not Murder cases could be isolated from the trailer. Upon motion, seconded, the Committee voted to approve the July 21, 2016 minutes with changes three (3) yes, none (0) no, and two (2) abstention.

Upon motion, seconded, the Committee voted to approve the August 18, 2016 minutes four (4) yes, none (0) no, and one (1) abstention.

Mr. Klett stated that although the minutes were approved, the issue concerning his official representation is still under legal review.

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: #87-412 – #87-444**
- 2. Secretary Tyger announced the approval of routine Artemis requests for disposal of public record: #528473 – #530087**

B. Registered Imaging Systems / Amendments / Annual Reviews:

Report to the State Records Committee: (See Attached)

II. Old Business: None

III. New Business:

A. Records Retention Schedules: (See Attached)

1. **Department of Agriculture** - Presented by John Berry
State Agriculture Development Committee – S100102-001 (*New Schedule*) – Approved with changes to record series 0004-0002, add the word “files” to the end of the title, and change the description to read “final deed templates and copies of final approvals and local ordinances.” In addition the agency will add descriptive language to record series 0004-0005 and 0004-0006.
2. **Department of Health – Family Health Services** - Presented by John Berry
Women, Infants and Children (WIC) – S460305-005 – Approved without changes

3. **Department of Health – Family Health Services** - Presented by John Berry
Community Health & Wellness Center – S460615-002 – Approved without changes
4. **Department of Health – Family Health Services** - Presented by John Berry
Family Planning Program – S460307-002 (*Retired Schedule*) – Approved without changes
5. **Department of Health – Family Health Services** - Presented by John Berry
Parental and Child Health Services – S460316-001 (*Retired Schedule*) – Approved without changes

B. Special Request and Authorization for Records Disposal: (See Attached)
Dept. of Human Services, Division of Developmental Disabilities, New Lisbon Developmental Center – Damaged Records – Presented by James Jenkins – Withdrawn, pending additional information. A discussion ensued between the State Records Committee and Robert Harbold, Division of Developmental Disabilities, Department of Human Services regarding the physical condition of the records. Mr. Harbold presented a letter of assessment of the New Lisbon Development Center stored records which was added to the SRC meeting packet. Mr. Klett recommended that OSHA (Occupational Safety and Health Administration) be contacted to verify the air quality of the New Lisbon records storage facility. After verification from OSHA, Records Management Services and NJ State Archives will jointly conduct a site visit of the stored records. Mr. Tyger stated that, before this matter can be brought back to the SRC, a representative from the Department of Human Services central office must be present. Mr. Nadel recommended that Records Management staff and NJ Archives create a standards document to determine the process agencies must go through before staff can conduct a site visit for damaged records. No action will be taken by the Committee at this time.

IV. Other Business:

A. Special SRC Meeting, September 19, 2016

Mr. Tyger stated there was a need to call a special SRC meeting on September 19, 2016 to review and approve modifications made by the Governor’s Counsel’s Office to the proposed readoption of rules with amendments of the New Jersey Administrative Code (N.J.A.C.) Title 15:3 that was approved at the August 18, 2016 SRC meeting.

There being no other business, the Committee adjourned at 11:16 a.m.

Michael Tyger
 Secretary
 State Records Committee



MINUTES
SPECIAL STATE RECORDS COMMITTEE
September 19, 2016

Michael J. Tyger, Secretary, called the 425th meeting of the State Records Committee to order at 10:17 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 three members present. Representatives from the Division of Local Government Services and the Attorney General's Office were unable to attend.

ATTENDANCE:

SRC: State Treasurer, Michael Tyger, Designee
State Auditor, William Robinson, Designee
Division of Archives and Records Management, Department of State, Ellen Callahan, Designee

Staff: Irwin Nadel, Chief of Operations, Records Management Services
Nichole Carthan, Administrative Analyst III, Records Management Services
Vilirie Perry, Records Analyst I, Records Management Services

MINUTES:

Minutes from the previous SRC meeting of September 15, 2016 will be reviewed at the next SRC Meeting.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorizations: None

B. Registered Imaging Systems / Amendments / Annual Reviews: None

II. OLD BUSINESS: None

III. NEW BUSINESS: None

IV. OTHER BUSINESS:

A. Review Final Changes to N.J.A.C. 15:3

Mr. Tyger stated this special meeting was called to discuss the proposed readoption of rules with amendments of the New Jersey Administrative Code (N.J.A.C.) Title 15:3. Mr. Tyger stated the Office of Governor’s Counsel suggested some modifications from the version that was approved at the August 18, 2016 SRC meeting. Mr. Tyger stated that once this final version is approved, the Department of State will present it to the Office of Administrative Law prior to the September 21, 2016 rule expiration date. The SRC members agreed to and made the following change during the meeting:

N.J.A.C. 15:3-1.2 Definitions

Remove the brackets from the statute within the “Records” definition. This definition will then be deleted in its entirety.

Upon motion, seconded, the Committee voted to approve the Proposed Readoption of Rules of N.J.A.C. 15:3 three (3) yes, none (0) no.

There being no other business, the Committee adjourned at 10:41 a.m.

Michael Tyger
Secretary
State Records Committee

Registered Imaging Systems / Amendments / Annual Reviews December 15, 2016				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
New Registration: Vilirie Perry	16092201- MP	Lakewood Public School District	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
New Registration: Vilirie Perry	16092202- MP	Demarest School District	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
New Registration: Vilirie Perry	16101301- MP	Woodbine School District	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
New Registration: Vilirie Perry	16101302- MP	New Hanover Township School District	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
New Registration: Vilirie Perry	16112301- MP	Clinton-Glen Gardner School District	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
Amendment: James Jenkins	06061506- MP	Township of Brick	Upgraded Hardware	N/A

Registered Imaging Systems / Amendments / Annual Reviews December 15, 2016				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Amendment: James Jenkins	06092107- MP	Township of Egg Harbor	Approved Migration Path	OnBase
Amendment: James Jenkins	04041501- NM	NJ Department of Labor & Workforce Development	Upgraded Hardware	N/A
Amendment: Vilirie Perry	09071601- MP	Township of Middletown	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
Annual Review & Amendment: James Jenkins	06031601- MF	Burlington County Board of Social Services	Updated Hardware	N/A
Annual Review & Amendment: John Berry	09021901- MF	Hudson County Register of Deeds & Mortgages	Updated Disaster Recovery Plan	N/A
Annual Review & Amendment: Vilirie Perry	08101601- MP	Township of Monroe	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA

Registered Imaging Systems / Amendments / Annual Reviews December 15, 2016				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review & Amendment: Vilirie Perry	11012032- MP	Monroe Township Public Schools	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
Annual Review & Amendment: John Berry	11051901- MP	New Jersey State Police, DNA Laboratory	Approved Migration Path	Dell Technologies
Annual Review & Amendment: Vilirie Perry	11051905- MP	Upper Saddle River School District	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
Annual Review & Amendment: Vilirie Perry	11102001- MP	New Jersey Transit	Approved Migration Path	N/A
Annual Review & Amendment: Vilirie Perry	13012406- MP	Rancocas Valley Public Schools	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
Annual Review & Amendment: Vilirie Perry	13071802- MP	Washington Township Public Schools	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA

Registered Imaging Systems / Amendments / Annual Reviews December 15, 2016				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review & Amendment: Vilirie Perry	12062111- MP	Edgewater Park Public Schools	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
Annual Review & Amendment: Vilirie Perry	13091901- MP	Central Regional School District	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
Annual Review & Amendment: Vilirie Perry	13032103- MP	Egg Harbor Township School District	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
Annual Review & Amendment: Vilirie Perry	03101601- NM	Borough of Old Tappan	Added Record Series	N/A
Annual Review & Amendment: James Jenkins	07101803- NM	Pinelands Commission	Added Record Series	N/A
Annual Review & Amendment: Marcella Campbell	13121211- NM	Mercer County Board of Social Services	Added Record Series	N/A
Annual Review: Marcella Campbell	08032004- MF	County of Sussex Clerk's Office	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews December 15, 2016				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review: Marcella Campbell	08071702- MF	County of Sussex Office of the Clerk E-Recording	N/A	N/A
Annual Review: Vilirie Perry	13091904- MP	Hackettstown Public School District	N/A	N/A
Annual Review: Vilirie Perry	13091905- MP	Lawrence Township Public Schools	N/A	N/A
Annual Review: Vilirie Perry	13121205- MP	Wood-Ridge School District	N/A	N/A
Annual Review: James Jenkins	16032403- MP	Township of Denville	N/A	N/A
Annual Review: Vilirie Perry	13091909- NM	Rowan University SOM	N/A	N/A
Annual Review: John Berry	13121210- NM	Gloucester County Division of Social Services	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews December 15, 2016

Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review: James Jenkins	14032014- NM	Bergen County Board of Social Services	N/A	N/A

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING	Treasury	AGENCY # S820833	
DIVISION:		SCHEDULE # 004	
BUREAU:	Unclaimed Property Administration	PAGE # 1	OF 2

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Treasury/ Unclaimed Property Administration
FORMER AGENCY NUMBER	S820833-003

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORDS SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Unclaimed Property Claim Forms	Superseded, Title, and Retention	Header Record	S820833-004/ RS#0001-0000 Unclaimed Property Administration Claim Documentation Retention: 7 Years after claim filed
0001-0001	Unclaimed Property Claim Forms-Resolved	Obsolete	Retention: 7 years after resolution	Combined with S820833-004 RS#0001-0000
0001-0002	Unclaimed Property Claim Forms Unresolved With Proper Documentation	Obsolete	Retention: 7 years after claim filed	Combined with S820833-004 RS#0001-0000
0001-0003	Unclaimed Property Claim Forms Unresolved Without Proper Documentation	Obsolete	Retention: 3 years after claim filed	Combined with S820833-004 RS#0001-0000

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S820833	SCHEDULE # 004	PAGE # 2 OF 2
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RECORD SERIES #	RECORDS SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0002-0000	Holder Information Files	Superseded, Title		S820833-004/ RS#0002-0000 Holder Reporting

STATE OF NEW JERSEY



Treasury-Unclaimed Property Administration

S820833-004

Records Retention and Disposition Schedule		Agency: S820833	Schedule: 004	Page #:1 of 1
Department:	Treasury-Unclaimed Property Administration	Agency Representative:		
		Title:		
		Phone #:		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Unclaimed Property Administration Claim Documentation --- Includes: Claim Form, affidavit, correspondence, screen prints of database and related documentation.					P	7 Years after claim filed	3 Years after claim filed	Destroy	
0002-0000	Holder Reporting --- Includes all information on property retained by a holder and related reports regarding auctions, sales and appraisal.					P	7 yrs after property is transferred	3 yrs after property is transferred	Destroy	
0003-0000	Audit Reports And Work Papers --- Consists of field audits of corporations for property reported or unreported.					P	7 Years	3 Years	Destroy	

* P - Public, C - Confidential

**PROPOSED
STATE RECORDS COMMITTEE MEETINGS
FOR 2017**

DATE OF MEETING

January 19

February 16*

March 16

April 20*

May 18

June 15*

July 20

August 17*

September 21

October 19*

December 21

***Indicates a meeting may be called for emergency or special purposes**