



STATE OF NEW JERSEY

STATE RECORDS COMMITTEE

PO Box 661, TRENTON, NJ, 08625-0661 609.530.3200

www.treas.state.nj.us

AGENDA
STATE RECORDS COMMITTEE
January 15, 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

Announcement of Open Public Meeting
Reading of the December 18, 2014 minutes

- I. ADMINISTRATIVE ACTIONS:**
 - A. Announcement of Approval of Destruction Authorization:**
 - 1. Routine Request: #85-007 – #85-263
 - 2. Artemis Request: #517831 - #518234
 - 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. City of East Orange – Provided by Vilirie Perry
 - B. Borough of Red Bank - Provided by Marcella Giordano
 - C. Union County College – Provided by Marcella Giordano
- III. OLD BUSINESS:**
 - A. Image Certifications: None
 - B. Retention Schedules: None
 - C. Special Request and Authorization for Records Disposal: None
 - D. Other: (See Attached)
- IV. NEW BUSINESS:**
 - A. Records Retention Schedules: None
 - B. Special Request and Authorization for Records Disposal: None
- V. OTHER BUSINESS: None**



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MINUTES
STATE RECORDS COMMITTEE
December 18, 2014

Michael J. Tyger, Secretary, called the 414th meeting of the State Records Committee to order at 10:06 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 represented except for the representative from DCA was unavailable to attend and was excused.

Mr. Tyger welcomed Donald Palombi from the Office of the Attorney General to the State Records Committee.

Mr. Tyger stated that this was the last meeting for 2014 and he thanked everyone for their hard work, noting specifically the progress related to electronic mail retention and the approval of the Human Services Document Imaging System and all counties being approved to use that system as some of the more important achievements this year.

ATTENDANCE:

SRC: Attorney General, Donald M. Palombi, designee
State Treasurer, Michael Tyger, designee
State Auditor, William Robinson, designee
State Archives, Joseph Klett

Staff: Sharon Allen, Technical Assistant II, Records Management Services
John Berry, Records Analyst I, Records Management Services
Vilirie D. Perry, Records Analyst I, Records Management Services
Irwin Nadel, Chief of Operations, Records Management Services
Beth Whetstone, Supervisor Information and Control, Records Management Services
James Jenkins, Data Entry Machine Operator III, Records Management Services
Marcella Giordano, Records Analyst II, Records Management Services
Robert Fabio, Administrative Analyst I, Records Management Services
Ellen Callahan, NJ State Archives, Department of State
Baljinder Pannu, Data Entry Operator, Records Management Services
Marcella Campbell, Technical Assistant I, Treasury

Virma Guzman-Reyes, Head Audit Account Clerk, Records Management Services
Argean Cook, Records Analyst II, Department of State

Other: John Williams, Treasury, Casino Control Commission
Dianna Williams-Fauntleroy, Treasury, Casino Control Commission
Donna Snyder, Treasury, Casino Control Commission
Diane Wong, NJ Economic Development
Tina Clark, NJ Economic Development (Via Teleconference Call)
Teri Dunlop, NJ Economic Development
Joanne McKinley, Acces NJ/CNA Services

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the September 18, 2014 minutes three (3) yes, none (0) no, 1 abstained (Robinson) with corrections in IV. A. to change the reference to "a draft document" to the more accurate "an advisory document" and a correction in V. so the last sentence reads "Although funding for e-Archives is still a question, Mr. Klett reported that OIT has expressed their direct support of the endeavor .

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: #84-367- #85-006**
- 2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #516775 - #517830**

B. Records Management

Report to the State Records Committee: (None)

C. Imaging Processing System Certification:

Report to the State Records Committee (See attached)

II. IMAGING CERTIFICATION

- A. City of Clifton - Building Department – The City of Clifton Building Department proposes an imaging system. FileBank Incorporated is the vendor. The paper documents will serve as eye readable back up. As recommended by the certifying Records Analyst, James Jenkins, the system**

meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification #14121801-NM)

- B. **Borough of Deal** - The Borough of Deal proposes an imaging system. **Accuscan Digital Archival Solutions** is the vendor. **Hudson Micrographics** will produce their archival microfilm. As recommended by the certifying Records Analyst, James Jenkins, the system meets all the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system (Certification #14121802-MF)
- C. **Monmouth County Vocational School District** - Monmouth County Vocational School District proposes an imaging system. **Accuscan Digital Archival Solutions** is the vendor. **Hudson Micrographics** will produce their archival microfilm. As recommended by the certifying Records Analyst, John Berry, the system meets all the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system (Certification #14121803-MF)
- D. **Township of Willingboro** - The Township of Willingboro proposes an imaging system. **Accuscan Digital Archival Solutions** is the vendor. **Hudson Micrographics** will produce their archival microfilm. As recommended by the certifying Records Analyst, Marcella Giordano, the system meets all the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system (Certification #14121804-MF)

III. OLD BUSINESS

- A. **Image Certifications** (None)
- B. **Retention Schedules** (None)
- C. **Special Request and Authorization for Records Disposal** (None)
- D. **Other** (None)

IV. NEW BUSINESS

- A. **Records Retention Schedules: (See attached)**
 - Treasury - Presented by Argean Cook
Division of Casino Control Commission – Agency General Schedule – S821220-002 Approved with minor changes to records series 0003 to change the Disposition from Destroy to “Archival Review” and in record series 0010 to revise the title from MATRIX/Licensing to “Licensing Reports”.
 - Treasury – Presented by Argean Cook
NJ Economic Development Authority Services – S822908-003 Approved without change
- B. **Special Request and Authorization for Records Disposal: (None)**

V. OTHER BUSINESS:

1. Proposed Dates for State Records Committee Meeting for 2015 - Dates were approved as proposed (list attached).
2. There was some discussion of microfilm requirements and what guidelines will be used to determine if imaging systems are approved and paper records destruction is authorized based on an outlined migration path instead of microfilm back-up. Archives and Records Management staff will be meeting on this and reporting back to the SRC at a future meeting.

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

Michael Tyger
Secretary
State Records Committee

Records Management Services Unit

Administrative Actions

State Records Committee, 1 /15 /2015

1. Department of State, Division of State Library, Talking Book & Braille Center.

The Department of State, Division of State Library, Library for the Blind and Handicapped (LBH) retention schedule S741301-002 has changed their name to the Department of State, Division of State Library, Talking Book and Braille Center.

This administrative change will ensure that the details below are reflected in the agency's files

Agency Level Amendments

Former Agency Name (Department/Division/Bureau)	Department of State, Division of State Library, Library for the Blind and Handicapped (LBH)
Former Agency Number	S741301-002
Current Agency Name (Department/Division/Bureau)	Department of State, Division of State Library, Talking Book and Braille Center
Current Agency Number	Unchanged

Imaging Administrative Actions SRC January 15, 2015

Administrative Action Type	Certification #	Agency	Amendment Type	Amendment Description	Vendor (if Applicable)
Amendment: James Jenkins	02012401-MF	Township of Bernards Office of Municipal Clerk Systems Administration	Added Records Series	Added record series; General Schedule, Finance and Tax Collector	
Amendment: James Jenkins	06101903-MF	County of Hunterdon Office of the Clerk	New/Upgrade of Hardware	Upgraded hardware from Fujitsu fi-6240Z Scanner to Fujitsu fi-7180 & fi-7280 High Performance Color Duplex Scanners	
Amendment: Vilirie Perry	08101601-NM	Township of Monroe	Added Records Series	Expanding inclusive years, added record series from Board of Health, Municipal Clerks and Finance Offices	
Amendment: Vilirie Perry	08101601-NM	Township of Monroe	New/Upgrade of Software	Software upgraded from Laserfiche 7.2 to Laserfiche 9.1	
Amendment: Vilirie Perry	08101601-NM	Township of Monroe	Upgrade of Disaster Recovery Plan	Name change; Financial Officer (Karen Paccione), whose office houses the township safe where all access usernames are stored	

Imaging Administrative Actions SRC January 15, 2015

Administrative Action Type	Certification #	Agency	Amendment Type	Amendment Description	Vendor (if Applicable)
Amendment: James Jenkins	09021906-MF	Township of Hamilton (Mercer)	Added Records Series	Added record series; Planning and Zoning Boards, Tax Collector, Engineering Dept. and Health Dept.	
Amendment: James Jenkins	10071502-MF	County of Burlington RIM	Added Records Series	Added records; News Release (Copy), Death Record (Original), Consumer Affairs Case File Correspondence (non-Litigation)	
Amendment: Vilirie Perry	11072101-NM	County of Mercer RIM	Added Records Series	Added records from the Dept. of Human Services, Insurance & Property Management (Workers Compensation & Contracts/Agreements and Amendments), Department of Personnel	
Amendment: Vilirie Perry	11072101-NM	County of Mercer RIM	New/Upgrade of Hardware	Four(4)Hard Drives were added to the application server for storage purposes- DELL 1TB 7.2K RPM Near-Line SAS 6 GBPS 2.5 in Hotplug x 4	

Imaging Administrative Actions SRC January 15, 2015

Administrative Action Type	Certification #	Agency	Amendment Type	Amendment Description	Vendor (if Applicable)
Annual Review: James Jenkins	02012401-MF	Township of Bernards Office of Municipal Clerk Systems Administration			
Annual Review: James Jenkins	06101903-MF	County of Hunterdon Office of the Clerk			
Annual Review: Marcella Giordano	08071701-MF	County of Atlantic Prosecutor's Office			
Annual Review: Vilirie Perry	08101601-NM	Township of Monroe			
Annual Review: Vilirie Perry	08121804-NM	NJ Transit Corporation Accounts Payable Department			
Annual Review: James Jenkins	09021906-MF	Township of Hamilton (Mercer)			

Imaging Administrative Actions SRC January 15, 2015

Administrative Action Type	Certification #	Agency	Amendment Type	Amendment Description	Vendor (if Applicable)
Annual Review: James Jenkins	09091703-NM	City of Clifton Fire Department and Fire Prevention Bureau			
Annual Review: James Jenkins	10071502-MF	County of Burlington RIM			
Annual Review: Vilirie Perry	11072101-NM	County of Mercer RIM			
Annual Review: James Jenkins	11072108-NM	New Jersey Turnpike Authority			
Annual Review: Marcella Giordano	13121205-MF	Wood - Ridge Public School District			
Annual Review: Marcella Giordano	13121208-NM	North Hudson Sewer Authority			

Imaging Certification Summary January 15, 2015

City of East Orange
Record Analyst-Vilirie Perry

City of East Orange proposes an imaging system. Storage Engine is the vendor. The paper documents will serve as the eye-readable back-up. The systems meet all of the requirements for certification.

Records Series	Retention
Agenda	Permanent
Schedule/List of Vouchers and Bills Paid (1-4's)- Associated with Resolution Package or Governing Body Approval	Permanent
Contract/ Agreements and Amendments-General (Original)	6 years after completion of contract
Records Series	Retention
Ordinance File - Ordinance Book (Original)	Permanent
Resolution File - (Motions) (Original)	Permanent
Minutes File - (Original)	Permanent

Borough of Red Bank
Record Analyst -Marcella Giordano

Borough of Red Bank proposes an imaging system. DRS Imaging Group (formerly Large Doc Solutions) is the vendor. DRS Imaging Group will produce their archival microfilm. The system meets all of the requirements for certification.

Records Series	Retention
Construction File Residential and Commercial	Life of the structure

Imaging Certification Summary January 15, 2015

**Union County College
Record Analyst-Marcella Giordano**

Union County College proposes an imaging system. Perceptive Software developed the application and Union County College will be responsible for the scanning operation. The paper documents will serve as the eye-readable back-up. The systems meet all of the requirements for certification.

Records Series	Retention
Address Registration	Until Transfer
Application for Graduation	5 Years or Term
Change of Grade Request	Until transfer
Change of Major Request	Until Transfer
Course Add/Drop request card	1 year
Course override Form	6 months
Course Pre-Registration Card	After semester
Course Waiver	3 years
Course Withdrawal Request	5 years after grad
Notice of change of Address	Until transferred
Notice of Change of Name Change	Until transferred
Permission to Audit a Course	1 year
Request & release to Inspect Student Records	Permanent
Request for Official Transcript	3 Years
Request to Release Student Records	Permanent
Verification letter	Periodic Review
Foreign Student File	5 Years after grad
Admissions	3 Years after grad