



**AGENDA
STATE RECORDS COMMITTEE
May 18, 2017
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 March 16, 2017 Minutes**
- II. **Administrative Actions:**
 - A. **Announcement of Approval of Destruction Authorization:**
 1. Routine Request: 87-448 – 87-458
 2. Artemis Request: #534479 – 535789
 - B. **Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee: (See Attached)
 - C. **Archival Review Report:** (See Attached)
- III. **New Business:**
 - A. **Records Retention Schedules:** (See Attached)

Motor Vehicle Commission – Presented by Marcella Campbell
Business & Government Operations–Imaging Services Center (ISC) – S790702-002
- IV. **Other Business: None**



STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

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

www.treas.state.nj.us

MINUTES
STATE RECORDS COMMITTEE
May 18, 2017

Michael J. Tyger, Secretary, called the 429th 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.

Mr. Tyger stated that there is a quorum with all members present. Mr. Tyger welcomed Paul Urbish from Local Government Services to the State Records Committee and also noted that Mr. Urbish will serve as the alternate designee from Local Government Services.

ATTENDANCE:

SRC: State Treasurer, Michael J. Tyger, Designee
Division of Local Government Services, Paul Urbish, Alternate Designee
Attorney General, Valentina DiPippo, Alternate Designee
State Auditor, William Robinson, Designee
Division of Archives and Records Management, Department of State, Joseph Klett

Staff: Robert Benco, Assistant Director, Division of Revenue and Enterprise Services
Elizabeth Hartmann, Administrative Analyst III, Records Management Services
Ellen Callahan, Supervising Archivist, Division of Archives and Records Management,
Department of State
Marcella Campbell, Technical Assistant I, Records Management Services
James Jenkins, Records Analyst III, Records Management Services
Sharon Allen, Technical Assistant II, Records Management Services
Baljinder Pannu, Technical Assistant III, Records Management Services
Vilirie D. Perry, Records Analyst I, Records Management Services

Other: Cathy Cuning, Karen Shuster, Carla Colletti, Motor Vehicle Commission
Lauren Wiley, Mercer County Clerk's Office
Arthur Staerk, AccuScan

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the March 16, 2017 Minutes five (5) yes, and none (0) no.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

1. **Secretary Tyger announced the approval of routine requests for disposal of public records: 87-448 – 87-458**
2. **Secretary Tyger announced the approval of routine Artemis requests for disposal of public records: #534479 – 535789**

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

C. Archival Review Report: (See Attached)

II. New Business:

A. Records Retention Schedules: (See Attached)

Motor Vehicle Commission – Presented by Marcella Campbell
Business & Government Operations – Imaging Services Center (ISC) – S790702-002 –
Approved with two changes to record series 0006-0005: add the word “electronic” to read
“electronic images of original or certified copies” and spell out the full name from “SS Card” to
“Social Security Card.”

III. Other Business: None

There being no other business, the Committee adjourned at 10:25 a.m.



Michael J. Tyger
Secretary
State Records Committee