



AGENDA
STATE RECORDS COMMITTEE
September 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 the January 21, 2016 Minutes
Reading of the July 21, 2016 and August 18, 2016 Minutes

II. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

1. Routine Request: #87-412 – #87-444
2. Artemis Request: #528473 – #530087

B. Registered Imaging Systems / Amendments / Annual Reviews:

Report to the State Records Committee: (See Attached)

III. Old Business: None

IV. New Business:

A. Records Retention Schedules: (See Attached)

1. **Department of Agriculture** - Presented by John Berry
State Agriculture Development Committee – S100102-001 (*New Schedule*)
2. **Department of Health – Family Health Services** - Presented by John Berry
Women, Infants and Children (WIC) – S460305-005
3. **Department of Health – Family Health Services** - Presented by John Berry
Community Health & Wellness Center – S460615-002
4. **Department of Health – Family Health Services** - Presented by John Berry
Family Planning Program – S460307-002 (*Retired Schedule*)
5. **Department of Health – Family Health Services** - Presented by John Berry
Parental and Child Health Services – S460316-001 (*Retired Schedule*)

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



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
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