



AGENDA
SPECIAL STATE RECORDS COMMITTEE
September 19, 2016
10:00AM

Location: New Jersey Division of Revenue and Enterprise Services
33 West State Street, 3rd Floor Conference Room
Trenton, NJ 08625-0661

Announcement of Open Public Meeting

I. Administrative Actions:

- A. Announcement of Approval of Destruction Authorization: None**
- B. Registered Imaging Systems / Amendments / Annual Reviews: None**

II. Old Business: None

III. New Business:

- A. Records Retention Schedules: None**

IV. Other Business:

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



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 re adoption 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 Re adoption 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