



AGENDA
STATE RECORDS COMMITTEE
December 20, 2018
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 20, 2018 Minutes

II. Administrative Actions:

- A. Announcement of Approval of Destruction Authorization:**
Artemis Request: # 549381- 551149
- B. Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee: (See attached)
- C. Report to the State Records Committee: (See attached)**

III. New Business:

- A. Records Retention Schedules: (See Attached)**

- 1. **Department of Banking and Insurance (DOBI) S580304** – Presented by John Berry
- 2. **Department of Banking and Insurance (DOBI) S580800** – Presented by John Berry
- 3. **Department of Banking and Insurance (DOBI) S581006** – Presented by John Berry

IV. Other Business:

- A. Proposed Dates for State Records Committee Meetings for 2019**
- B. Department of the Treasury**
Social Media Policies with Emphasis on Retention Scheduling and Disposition – Presented by Jim Fruscione



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 20, 2018

Michael J. Tyger, Secretary, called the 436th 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 was a quorum present. The Department of Community Affairs – Division of Local Government Services had been excused.

ATTENDANCE:

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

Staff: James Fruscione, Director, Division of Revenue and Enterprise Services
Elizabeth Hartmann, Administrative Analyst 3, Records Management Services
John Berry, Records Analyst 1, Records Management Services
Vilirie Perry, Records Analyst 1, Records Management Services
Marcella Campbell, Technical Assistant 2, Records Management Services
Sharon Allen, Technical Assistant 1, Records Management Services

Other: Kenneth Jones, New Jersey State Police
Lauren Wiley, Mercer County
Michele Everly, Gloucester County
Liz Ferencevych, New Jersey Department of Transportation
Arthur Staerk, AccuScan
Joseph Borbone, Legislature - State Commission of Investigation
Beatriz Oliveras-Nagelstad, Legislature - State Commission of Investigation
Michael Hoey, Legislature - State Commission of Investigation
Jamie O'Donnell, New Jersey Department of the Treasury

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Mr. Tyger announced there was a correction from the last meeting. Administrative Actions Announcement of Destruction Authorization should have been 542278- 546142.

Upon motion, seconded, the Committee voted to approve the May 17, 2018 Minutes four (4) yes, none (0) no.

I. Administrative Actions:

- A. Announcement of Approval of Destruction Authorization:**
Secretary Tyger announced the approval of routine Artemis requests for disposal of public records: #546143-549380
- B. Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee: (See Attached)

II. Old Business:

- A. Records Retention Schedules**
Department of Transportation S870000 – Presented by Liz Hartmann

Approved with the following changes: Record series 0002-0007 omit “permanent”. Record series 0004-0006 change title to “Dynamic Message Sign Information” and add “These messages are deployed by NJDOT using Dynamic Message Software.” Records series 0012-0000 change disposition to “Archives”.

III. New Business: Records Retention Schedules

- A. Legislature – State Commission of Investigation L010200** – Presented by Vilirie Perry

Approved with the following change to record series 0001-0000 change “Permanent” to “Archives”.

IV. Other Business:

Mr. Tyger announced Records Analyst, Vilirie Perry, would be retiring and thanked her for her 37 years of service working with the State Records Committee.

There being no other business, the Committee adjourned at 10:47 a.m.

Michael J. Tyger
Secretary
State Records Committee

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Type
18102501-MP	Holmdel Township	New MP
18112901-MP	Bernards Township Ordinance Resolutions	New MP
18112902-MP	Pine Hill Fire Districts #1	New MP
01121301-MF	County of Atlantic Department of Administrative Services Division of Information Technologies and Records Management	Renewal
02041802-NM	Borough of Carteret Clerk's Office	Renewal
11072108-NM	New Jersey Turnpike Authority	Renewal
15121701-MP	Phillipsburg Public Shools	Renewal
07092003-NM	Bergen Community College	Renewal
08022101-MP	County of Somerset Enterprise	Renewal
09021901-MF	County of Hudson Register's Office LRMS	Renewal
10121601-MP	Maple Shade School District	Renewal
11012023-MP	Borough of Manasquan	Renewal

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Type
11012031-MP	West Orange Board of Education	Renewal
11051905-MP	Upper Saddle River Schools	Renewal
11072109-MP	Wall Township Public Schools	Renewal
12062102-MP	Bogota Public School	Renewal
13032104-MP	Burlington County Special Services School District	Renewal
13071806-MP	Wallington Public Schools	Renewal
14071707-MP	Vineland Public Schools	Renewal
15011501-NM	City of East Orange	Renewal
15011501-NM	City of East Orange	Renewal
17051101-MP	West Milford School District	Renewal

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Type
03101601-NM	Borough of Old Tappan Borough Administrator/Clerk	Renewal
10071502-MP	County of Burlington RIM	Renewal
11051901-MP	New Jersey State Police, DNA Laboratory	Renewal
11091501-MP	Ewing Township Public Schools	Renewal
11102001-MP	NJ Transit	Renewal
12062114-MF	Pemberton Township Schools	Renewal
14032007-MP	Somerset Hills School District	Renewal
14051509-MP	Somerdale Park Public School District	Renewal
15091705-MP	William Paterson University	Renewal

**Department of the Treasury
Division of Revenue and Enterprise Services
Records Management Services**

**Records Management Administrative Action
State Records Committee Meeting 12/20/2018**

County Board of Elections and Superintendent of Elections C440000-005

On the County Board of Elections and Superintendent of Elections C440000-005 item 0102-0003 will be updated to reflect recent changes to S647 – Vote by Mail Procedures.

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

Agency Level Amendments

Current Agency Name (Department/Division/Bureau)	County Board of Elections and Superintendent of Elections
Current Agency Number	C440000
(Old Schedule number)	004
(New Schedule number)	005

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0102-0003	Vote by Mail Ballots and Applications – All General Elections	Retention Series Title/add citation	Vote by Mail Ballots and Applications – All General Elections	Vote by Mail Ballots and Applications – All Future Elections
0102-0003	Vote by Mail Ballots and Applications – All General Elections	Add citation		NJ S647- Vote By Mail Procedures

**Department of the Treasury
Division of Revenue and Enterprise Services
Records Management Services**

**Records Management Administrative Action
State Records Committee Meeting 12/20/2018**

Department of Transportation S870000-007

On the Department of Transportation S870000-007 item 0004-0006 will be updated to reflect recent changes to the description.

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

Agency Level Amendments

Current Agency Name (Department/Division/Bureau)	Department of Transportation
Current Agency Number	S870000
(Old Schedule number)	007
(New Schedule number)	008

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0004-0006	Dynamic Message Sign Information	Description	Traffic and emergency messages displayed on permanent and portable variable message signs. These messages are deployed by NJDOT using Dynamic Message Software.	Traffic and emergency messages displayed on permanent and/or portable variable message signs. These messages are deployed by NJDOT using Dynamic Message Sign Central Control Software.

Records Retention and Disposition Schedule Amendment

DEPARTMENT:	Banking and Insurance	AGENCY #	S580304		
DIVISION:	Life and Health - Statutory Compliance	SCHEDULE #	004		
BUREAU:		PAGE #	1	OF	1

Agency Level Amendments

Former Agency Name (Department/Division/Bureau)	Insurance
Former Agency Number	N/A

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0001-0000 through 0001-0004	Submission File	Retention; Disposition	Permanent; Permanent	150 Years; Destroy
0002-0000	Separate Account Submission Filings	New Record Series		

STATE OF NEW JERSEY



Insurance-Life and Health-Statutory Compliance

S580304-004

Records Retention and Disposition Schedule		Agency: S580304	Schedule: 004	Page #:1 of 1
Department:	Insurance-Life and Health-Statutory Compliance	Agency Representative:	Matthew Nourmoff	
		Title:	AA1	
		Phone #:	(609) 927-7272 Extn: 50609	

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	Submission File --- Contains correspondence and policy forms submitted by companies to the Department for approval. Serves as a record of what has been permitted or denied in regard to policy forms and serves as a reference in the preparation of new forms.									
0001-0001	Domestic Companies -- Policy Forms					P	150 Years	150 Years	Destroy	
0001-0002	Foreign And Alien Companies -- Policy Forms					P	150 Years	150 Years	Destroy	
0001-0003	Domestic Companies -- Correspondence					P	150 Years	150 Years	Destroy	
0001-0004	Foreign And Alien Companies -- Correspondence					P	150 Years	150 Years	Destroy	
0002-0000	Separate Account Submission Filings --- Contains Plans of Operations, similarly-named documents, or revisions to these documents, that need to be filed with the Department for approval. <u>N.J.S.A. 17B:28-7.</u>					P	25 years	3 years	Destroy	<u>N.J.S.A. 17B:28-7.</u>

Records Retention and Disposition Schedule Amendment

DEPARTMENT: Banking and Insurance	AGENCY # S580800		
DIVISION: Enforcement and Consumer Protection	SCHEDULE # 004		
BUREAU:	PAGE #	1	OF
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Agency Level Amendments

Former Agency Name (Department/Division/Bureau)	Insurance
Former Agency Number	N/A

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0001-0000	Consumer Protection Complaint File (Life And Health, Property And Casualty, And Underwriting)	Description	File contains: complaint form, supporting correspondence, and reference materials for consumer complaints against an insurance company within the state and out-of-state.	Includes but is not limited to: consumer complaint form, support correspondence, reference materials, and support documentation for complaints filed against licensed insurance companies, producers, and public adjusters, within the state and outside the state. N.J.S.A. 17:22A-45.
0002-0000	Investigative Case File - Enforcement	Description; Retention	File consists of: case files, Orders to Show Cause, and Consent Orders from the Commissioner of Insurance. 50 years after final disposition	Includes but is not limited to: case files, Orders to Show Cause, and Consent Orders from the Commissioner of Insurance. N.J.S.A. 17:22A-45. 10 years after final disposition

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Insurance-Enforcement & Consumer Protection

S580800-004

Records Retention and Disposition Schedule		Agency: S580800	Schedule: 004	Page #:1 of 1
Department:	Insurance-Enforcement & Consumer Protection	Agency Representative:	Matthew Noumoff	
		Title:	AA1	
		Phone #:	(609) 927-7272 Extn: 50609	

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	Consumer Protection Complaint File (Life And Health, Property And Casualty, And Underwriting) --- Includes but is not limited to: consumer complaint form, support correspondence, reference materials, and support documentation for complaints filed against licensed insurance companies, producers, and public adjusters, within the state and outside the state. <u>N.J.S.A. 17:22A-45.</u>					P	3 years after file is closed	1 year after file is closed	Destroy	<u>N.J.S.A. 17:22A-45.</u>
0002-0000	Investigative Case File - Enforcement --- Includes but is not limited to: case files, Orders to Show Cause, and Consent Orders from the Commissioner of Insurance. <u>N.J.S.A. 17:22A-45.</u>					P	10 years after final disposition	2 years after final disposition	Destroy	<u>N.J.S.A. 17:22A-45.</u>

* P - Public, C - Confidential

Records Retention and Disposition Schedule Amendment

DEPARTMENT:	Banking and Insurance	AGENCY #	S581006		
DIVISION:	Real Estate Commission – Real Estate Education	SCHEDULE #	003		
BUREAU:		PAGE #	1	OF	1

Agency Level Amendments

Former Agency Name (Department/Division/Bureau)	Insurance
Former Agency Number	N/A

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0001-0000 through 0007-0000	No Change – Carry Forward			
0008-0000	Continuing Education (CE) Materials	New Record Series		

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Insurance-Real Estate Commission-Real Estate Education

S581006-003

Records Retention and Disposition Schedule		Agency: S581006	Schedule: 003	Page #:1 of 2
Department:	Insurance-Real Estate Commission-Real Estate Education	Agency Representative:	Matthew Nourmoff	
		Title:	AA1	
		Phone #:	(609) 292-7272 Extn: 50609	

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	Insurance Real Estate Pre-Licensing School Approval File --- This file contains the forms needed to establish a pre-licensing real estate educational facility. The file may contain but is not limited to the following: Approval to Conduct School in Real Estate; Course Outline - Length and Instructor; Director's, and Instructor's Qualifications; Personal Data - Individual Sponsor; Members of Firm, Stockholders, Officers, Directors, and Corporations; Real Estate Pre-licensing School Application; Student Enrollment; and Surety Bond.					P	7 Years after termination of program	3 Years after termination of program	Destroy	
0002-0000	Licensing Exam File --- File contains computer printouts received from the licensing examination company, of the applicants who have passed or failed the exam. Copies are maintained by the Real Estate Licensing Office.						7 Years	3 Years	Destroy	
0003-0000	Renewal Application for Approval to Conduct a School in Real Estate --- According to <u>N.J.A.C. 11:5-1.28</u> and <u>N.J.A.C. 45:15-10.1A</u> . et seq., a real estate educational facility must annually reapply to the Department of Banking and Insurance for operational approval.						3 yrs after expiration	3 yrs after expiration	Destroy	
0004-0000	Broker Waiver Applications						Months 12 Years, 6 Months	6 Months	Destroy	
0005-0000	Salesperson Waiver Applications						7 Years	3 Years	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S581006			Schedule: 003		Page #:2 of 2	
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		
0006-0000	Broker Experience Report Applications						Months 12 Years, 6 Months	6 Months	Destroy	
0007-0000	Candidate Pass Notices for Exams						7 Years	3 Years	Destroy	
0008-0000	Continuing Education (CE) Materials --- Contains Continuing Education (CE) course materials. Materials include but are not limited to: course applications, outlines, and related correspondence and approval documents, related documentation for CE instructors and providers. <u>N.J.S.A. 45:15-16.2a – 16.2g</u> ; <u>N.J.A.C. 11:5-12.1 – 12.18</u> . Note: CE requirements and license renewal period is every two (2) years.					P	3 years after expiration of course	1 year after expiration of course	Destroy	<u>N.J.S.A. 45:15-16.2a – 16.2g</u> ; <u>N.J.A.C. 11:5-12.1 – 12.18</u> .

**PROPOSED
STATE RECORDS COMMITTEE MEETINGS
FOR 2019**

DATE OF MEETING

January 17

February 21*

March 21

April 18*

May 16

June 20*

July 18

August 15*

September 19

October 17*

December 19

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