



**AGENDA**  
**STATE RECORDS COMMITTEE**  
**January 21, 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](http://www.nj.gov/treasury/revenue/rms/directions.shtml))

**Announcement of Open Public Meeting**

- I. Review of December 17, 2015 minutes
  
- II. Administrative Actions:
  - A. **Announcement of Approval of Destruction Authorization:**
    1. Routine Request: #87-264 – 87-296
    2. Artemis Request: #523224 – 523644
  
  - B. **Registered Imaging Systems / Amendments / Annual Reviews:**  
Report to the State Records Committee (See Attached)
  
- III. New Business:
  - A. **Records Retention Schedules:**  
**Law and Public Safety** – Presented by John Berry  
Criminal Justice – S660400-003 Items 0100-0000 – 0100-0002
  
- IV. Other Business:



MINUTES  
STATE RECORDS COMMITTEE  
December 17, 2015

Michael J. Tyger, Secretary, called the 420th meeting of the State Records Committee to order at 10:13 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 Cameryn Hinton from the Office of the Attorney General and Joseph Tate representing the Department of Community Affairs to the State Records Committee.

Mr. Tyger stated that this was the last meeting for 2015 and he thanked everyone for their hard work and input in making 2015 a successful year for the State Records Committee.

**ATTENDANCE:**

*SRC:* State Treasurer, Michael Tyger, designee  
State Auditor, William Robinson, designee  
Division of Local Government Services, Joseph Tate, alternate designee  
Attorney General, Cameryn Hinton, alternate designee  
State Archives, Joseph Klett

*Staff:* Sharon Allen, Technical Assistant II, Records Management Services  
John Berry, Records Analyst I, Records Management Services  
Ellen Callahan, Supervising Archivist, NJ State Archives, Department of State  
Marcella Campbell, Technical Assistant I, Treasury  
Nichole Carthan, Records Manager, Records Management Services  
James Jenkins, Records Analyst III, Records Management Services  
Irwin Nadel, Chief of Operations, Records Management Services  
Baljinder Pannu, Data Entry Operator, Records Management Services  
Vilirie D. Perry, Records Analyst I, Records Management Services

*Other:* Elaine White, Department of Health  
Maria Lisa Bazela, Christina Napolitano, Bergen County, Office of the County Clerk  
Patricia Rich, Toi Fisher, Lisa Dickson, Joan DePaolo, Joyce Zuczek, Argean Cook,  
Meghan Umukoro, NJ Transit  
David Brice, Michelle Everly, Gloucester County Clerk's Office  
Robert Harbold, Department of Human Services, Division of Developmental Disabilities  
Joanne McKinley, Sal Coppola, Joseph Falca, Accses NJ/CNA Services  
Robert Gallagher, Jersey City  
Dan Freed, Sussex County  
Marc Pfeiffer, Bloustein Local  
Allen Kurdyla, Somerset City  
Torey King, Mercer County Clerk's Office

## **MINUTES:**

### **APPROVAL OF PREVIOUS SRC MEETING MINUTES:**

Upon motion, seconded, the Committee voted to approve the September 17, 2015 minutes five (5) yes, none (0) no.

## **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: #86-880 - #87-263**
- 2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #522031 - #523223**

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

## **II. OLD BUSINESS:**

### **A. Records Retention Schedules (See Attached)**

**State General Schedule (Electronic Records)** – Presented by Irwin Nadel – Item 2211-0000 – 2216-0000 - Approved with minor changes to description of series 2215-0000 and added final disposition “Destroy” to series 2212-0000.

## **III. NEW BUSINESS:**

### **A. Records Retention Schedules (See Attached)**

**State General Schedule** – Presented by Nichole Carthan  
Affirmative Action/Equal Employment Opportunity Complaint Case File – G100000-008 Item 0700-0000 – Increase to retention time based on operational need requested by NJ Department of

Health and supported by the Director of the Division of Equal Employment opportunity and Affirmative Action, Civil Service Commission – Approved without changes.

**B. Special Request and Authorization for Records Disposal** – Presented by James Jenkins  
Green Brook Regional Center – Damaged Records – Tabled until future SRC Meeting. This Special Request and Authorization for Records Disposal matter was brought to the Department of Archives and Records Management (DARM) in 2011, but it was never concluded at that time. Mr. Harbold, of the Department of Human Services, Division of Developmental Disabilities (DDD), stated that he became aware of this matter in the spring of 2015 and that he contacted the Division of Revenue and Enterprise Services (DORES), regarding resolution. Mr. Harbold stated that per reports, staff attempted to access records in 2011 but were exposed to mold and had to abandon their efforts. Mr. Harbold stated a restoration company was brought in around May 2015 to get an estimate of damages and that was when it was determined the boxes had too much mold and were unsalvageable. There are approximately 1,110 records and the records are currently being kept in a metal trailer located at Green Brook Regional Center. Ms. Callahan asked if there is a master list or documentation to know where the clients or client records have gone, and that apparently does not exist. Mr. Tyger asked if there any electronic files and Mr. Harbold said there are none for Princeton Developmental Center, but the files are now kept electronically. Mr. Klett stated that he had two concerns, the first being the inability for Archives to do Archival Review and secondly, what other kinds of records, besides client records, might be in the trailer. Mr. Tyger and Mr. Klett suggested contacting a restoration company that can inventory the records to identify the clients whose records are in the trailer, and any other records that may also be stored there. Mr. Harbold agreed to have a company look over the records and to present the findings to the SRC. Mr. Tyger asked for Mr. Harbold to get quotes for both inventorying the records (to find out whose records they are and to cross reference them with the current patient files) and to properly destroy the records to protect client confidentiality and maintain safety in the destruction process. Ms. Carthan asked committee members if another schedule can be added to this request for damaged records for DDD as there are other community service client files that may also have mold on them. However, Mr. Tyger stated he would prefer to keep that record destruction request (for a different DDD location) separate. Mr. Tyger commended and thanked Mr. Harbold for taking the initiative in coming forward regarding the records. The SRC will look at this request further at a future meeting once additional details are available.

#### **IV. OTHER BUSINESS:** (See Attached)

1. Proposed Dates for State Records Committee Meeting for 2016 – Dates were approved as proposed (list attached).
2. There was discussion from Mr. Pfeiffer who wanted to request that, for future SRC meetings, a more detailed agenda be provided in advance so that interested parties would have a better opportunity to determine if they should attend a meeting. State Records Committee members agreed that it was a good idea; however Mr. Tyger stated that the dilemma is that the Agenda has to be posted to the newspapers far in advance. Mr. Tyger stated that due to the reporting requirements of the Open Public Records Act, to make a timely announcement to the newspapers, it is difficult to provide a detailed final Agenda at that time. Mr. Klett suggested posting documents in advance online and Mr. Pfeiffer agreed it was an excellent idea for future SRC meetings. Mr. Nadel stated that every effort will be made to post detailed agendas and

supporting documents online in advance for future meetings. If online posting is not successful, some type of List Serve or e-mail to interested parties regarding the State Records Committee Agenda may be explored.

There being no other business, the Committee adjourned at 11:23 a.m.

---

Michael Tyger  
Secretary  
State Records Committee

**Registered Imaging Systems / Amendments / Annual Reviews January 21, 2016**

<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>New Registration:</b> John Berry	16012101- MP	Township of Hopewell	System meets all requirements for registration.	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Amendment:</b> James Jenkins	10071502- MP	County of Burlington RIM	Approved migration path	OpenText Alchemy
<b>Amendment:</b> John Berry	09021906- MP	Township of Hamilton	Approved migration path	Laserfiche(LF) Electronic Content Management System(ECMS)
<b>Annual Review &amp; Amendment:</b> Marcella Campbell	01092001	Department of Treasury Enterprise Imaging System	Added Records Series	N/A
<b>Annual Review &amp; Amendment:</b> Marcella Campbell	02101702- MF	County of Union Office of the Clerk	Added Records Series	N/A

**Registered Imaging Systems / Amendments / Annual Reviews January 21, 2016**

<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review &amp; Amendment:</b> Marcella Campbell	06072004-MF	County of Union Office of the Clerk e-Recording	Added Records Series	N/A
<b>Annual Review &amp; Amendment:</b> James Jenkins	06092107-MF	Township of Egg Harbor	Added Records Series	N/A
<b>Annual Review &amp; Amendment:</b> Marcella Campbell	07031501-MF	County of Union	New/Upgrade of Hardware	Fujitsu Fi6770 Scanners
<b>Annual Review &amp; Amendment:</b> Marcella Campbell	07110802-MP	County of Middlesex	Approved migration path.	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment:</b> Vilirie Perry	09101516-MP	Borough of Oceanport	Approved migration path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA

**Registered Imaging Systems / Amendments / Annual Reviews January 21, 2016**

<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review &amp; Amendment:</b> James Jenkins	09101525- MF	Township of Evesham	Added Record Series, New Vendor, New/Upgrade of Hardware, New/ Upgrade of Software, Upgrade to Disaster Recovery Plan	N/A, Image Data Inc., HP Proliant DL360 running VMWare ESX5.1, Windows server 2012 R2, Investor's Bank of Moorestown
<b>Annual Review &amp; Amendment:</b> Vilirie Perry	10102115- MP	Kingsway Regional High School	Approved migration path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment:</b> James Jenkins	11012015- MF	Borough of Bellmawr	Added Records Series	N/A
<b>Annual Review &amp; Amendment:</b> Vilirie Perry	12041903- MP	Woodbridge School District	Approved migration path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment:</b> Vilirie Perry	12062112- MP	Orange Public Schools	Approved migration path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment:</b> Vilirie Perry	12101804- MP	Point Pleasant Boro Schools	Approved migration path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA



**Registered Imaging Systems / Amendments / Annual Reviews January 21, 2016**

<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review &amp; Amendment:</b> Vilirie Perry	13121205- MP	Wood-Ridge School District	Approved migration path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment:</b> James Jenkins	14091801- MP	Township of Clinton	Approved migration path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment:</b> Vilirie Perry	14091803- MP	Vernon Township School District	Approved migration path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment:</b> James Jenkins	14121802- MP	Borough of Deal	Approved migration path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review:</b> Vilirie Perry	09121701- NM	Rutgers University / Formerly University of Medicine and Dentistry of New Jersey - MediTract	N/A	N/A

**Registered Imaging Systems / Amendments / Annual Reviews January 21, 2016**

<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review:</b> James Jenkins	01121301- MF	County of Atlantic Department of Administrative Services Division of Information Technologies and Records Management	N/A	N/A
<b>Annual Review:</b> Marcella Campbell	11012034- MF	Borough of Fanwood	N/A	N/A
<b>Annual Review:</b> Marcella Campbell	11012035- MF	City of Rahway	N/A	N/A
<b>Annual Review:</b> Marcella Campbell	11072101- NM	County of Mercer RIM	N/A	N/A
<b>Annual Review:</b> Marcella Campbell	12021601- NM	Borough of Roselle	N/A	N/A
<b>Annual Review:</b> Marcella Campbell	12021602- NM	Township of Union	N/A	N/A
<b>Annual Review:</b> Vilirie Perry	13121208- NM	North Hudson Sewerage Authority	N/A	N/A

**Registered Imaging Systems / Amendments / Annual Reviews January 21, 2016**

<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review:</b> Marcella Campbell	13121211- NM	County of Mercer Board of Social Services	N/A	N/A
<b>Annual Review:</b> James Jenkins	14121801- NM	City of Clifton- Building Department	N/A	N/A

# Records Retention and Disposition Schedule Amendment

<b>DEPARTMENT:</b> Law and Public Safety	<b>AGENCY # S660400</b>		
<b>DIVISION:</b> Criminal Justice	<b>SCHEDULE # 003</b>		
<b>BUREAU:</b>	<b>PAGE #</b>	1	<b>OF</b>
			1

**Agency Level Amendments**

<b>Former Agency Name (Department/Division/Bureau)</b>	
<b>Former Agency Number</b>	

**Records Series Level Amendments**

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0100-0000	CODIS COMPLIANCE UNIT	New Unit	N/A	N/A
0100-0001	DNA Databank Specimen Submission Form and Identification Confirmation	New Item	N/A	N/A
0100-0002	Fingerprint Cards	New Item	N/A	N/A

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>		<b>AGENCY #</b> S660400	<b>SCHEDULE #</b> 003	<b>PAGE #</b> 1 OF 5
<b>DEPARTMENT</b> Law and Public Safety		<b>AGENCY REPRESENTATIVE:</b> Robert McGrath		
<b>DIVISION:</b> Criminal Justice		<b>TITLE:</b> Lieutenant, State Investigator		
<b>BUREAU:</b>		<b>PHONE #:</b> (609) 984-3835		
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.				
<b>AGENCY REPRESENTATIVE SIGNATURE</b>		<b>DATE:</b>	<b>SECRETARY, STATE RECORDS COMMITTEE SIGNATURE</b>	<b>DATE:</b>

		<b>AGENCY</b>	<b>RECORDS CENTER</b>	<b>DISPOSITION</b>
<p><b>Acknowledgement</b></p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p>				
<p><b>Management of Electronic Records</b></p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>				

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>	<b>AGENCY #</b> S660400	<b>SCHEDULE #</b> 003	<b>PAGE #</b> 5 OF 5
---	----------------------------	--------------------------	-------------------------

		<b>AGENCY</b>	<b>RECORDS CENTER</b>	<b>DISPOSITION</b>
0014-0003	DCJ Academy Training Records -Non-PTC Certified Courses Contains course registrations (data file) and attendance records (data file).	10 years		Destroy
0014-0004	DCJ Academy Training Records -Firearms Records/Reports May contain, but is not limited to: firearms qualification records/test scores; firearms maintenance records; cleaning and repair reports/certificates, firearms issue report, and turn-in inventory. (as per Attorney General guidelines)	7 years		Destroy
0015-0000	Radar Certification (DCJ) May contain but is not limited to: applications for certification and recertification of both instructors and operators; rosters, and course curricula.	7 years		Destroy
0016-0000	Arson Investigator Certification Records May contain but is not limited to: initial certification records, including verification of required training and re-certification records.	7 years		Destroy
0100-0000	<b><u>CODIS COMPLIANCE UNIT</u></b> "CODIS" means the Federal Bureau of Investigation's (FBI) national DNA (deoxyribonucleic acid) identification index system that allows the storage and exchange of DNA records submitted by State and local forensic laboratories.			
0100-0001	DNA Databank Specimen Submission Form and Identification Confirmation The <i>Databank Specimen Submission Form</i> contains information needed for internal analysis and identity verification as required for DNA collection under N.J.S.A. 53: 1-20.20. The New Jersey State Police Forensic Laboratory maintains only the cell collection card and the CODIS Unit maintains the identifying information in their database. The <i>Identification Confirmation</i> contains: Judgment of Convictions; screenshots from various databases and offender photographs; and pertinent correspondence. These documents are utilized to confirm the identity of the party submitting the DNA and provide proof of a qualifying offense as set forth under N.J.S.A. 53: 1-20.20. <b>NOTE:</b> There is no Statutory or Administrative Code <i>records retention</i> requirement.	5 years	70 years	Destroy
0100-0002	Fingerprint Cards Contains information needed for internal analysis and identity verification as required for DNA collection under N.J.S.A. 53: 1-20.20.	5 years	70 years	Destroy