



**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  
January 21, 2016

Michael J. Tyger, Secretary, called the 421st 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 except for the representative from the State Auditor's office, who was unable to attend the meeting.

Mr. Tyger welcomed Stacy Spera from the Division of Local Government Services to the State Records Committee.

**ATTENDANCE:**

*SRC:* State Treasurer, Michael Tyger, designee  
Division of Local Government Services, Stacy Spera, designee  
Attorney General, Cameron 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, Records Management Services  
Nichole Carthan, Records Manager, Records Management Services  
Virma Guzman-Reyes, Head Audit Account Clerk, 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  
Esther Watkins, Secretarial Assistant II, Records Management Services

*Other:*

Denise Hollingsworth, Law & Public Safety, Criminal Justice  
David Brice, Michele Everly, Gloucester County Clerk's Office  
Lauren Wiley, Mercer County Clerk's Office

**MINUTES:**

**APPROVAL OF PREVIOUS SRC MEETING MINUTES:**

Upon motion, seconded, the Committee voted to approve the December 17, 2015 minutes four (4) 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: #87-264 – #87-296
2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #523224 – #523644

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

**II. NEW BUSINESS:**

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

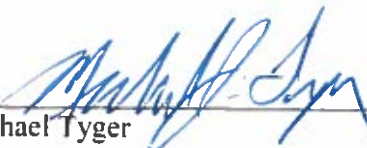
**Law and Public Safety** – Presented by John Berry

Criminal Justice – S660400 Items 0100-0000 – 0100-0002 - Approved without change

**III. OTHER BUSINESS:**

Mr. Tyger inquired if there were any updates for the Special Request and Authorization for Records Disposal for the Department of Human Services, Division of Developmental Disabilities. Ms. Carthan stated that the agency is working to have the information available by the next SRC meeting.

There being no other business, the Committee adjourned at 10:17 a.m.

  
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Michael Tyger  
Secretary  
State Records Committee