



**AGENDA**  
**STATE RECORDS COMMITTEE**  
**July 17, 2014**  
**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**  
**Reading of the May 15, 2014 minutes**

**I. ADMINISTRATIVE ACTIONS:**

**A. Announcement of Approval of Destruction Authorization:**

1. Routine Request: #83-436 - #83-716
2. Artemis Request: #515755 - #516049

**B. Records Management:**

Report to the State Records Committee: (See attached)

**C. Image Processing System Certification:**

Report to the State Records Committee: (See attached)

**II. IMAGING CERTIFICATION:**

- A. Union County Division of Social Services
- B. Rutgers University Behavioral Health Care
- C. Monroe Township School District
- D. Environment Community Opportunity (ECO) Charter School
- E. Hawthorne Public Schools
- F. Robbinsville Public Schools
- G. Vineland Public Schools
- H. Midland Park Board of Education

**III. OLD BUSINESS:**

**A. Image Certifications: None**

**B. Retention Schedules: (See attached)**

1. State General Schedule - presented by Irwin Nadel  
G100000-006 items 2000-0000 through 2008-0000
2. Department of Transportation - presented by Ellen Callahan  
General Schedule S871000-002

**C. Special Request and Authorization for Records Disposal: None**

**D. Other: None**

IV. NEW BUSINESS:

A. Records Retention Schedules: (See attached)

1. County Clerk & Register of Deeds– prepared by Vilirie Perry  
C100000-004 Items 0049-0000 thru 0049-0003
2. State General Schedule – presented by Vilirie Perry and Irwin Nadel  
G100000-006 Item 1312-0000

B. Special Request and Authorization for Records Disposal: (None)

V. OTHER BUSINESS: (None)



STATE OF NEW JERSEY  
STATE RECORDS COMMITTEE

PO Box 661, Trenton, NJ, 08625-0661 609.530.3200

[www.treas.state.nj.us](http://www.treas.state.nj.us)

MINUTES  
STATE RECORDS COMMITTEE  
July 17, 2014

Michael J. Tyger, Secretary, called the 412th meeting of the State Records Committee to order at 10:07 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.

**ATTENDANCE:**

*SRC:* Attorney General, Lisa Dorio Ruch, designee  
State Treasurer, Michael Tyger, designee  
State Archives, Joseph Klett

*Staff:* Sharon Allen, Technical Assistant II, Records Management Services  
John Berry, Records Analyst I, Records Management Services  
Argean Cook, Records Analyst II, Records Management Services  
Maureen Hedden, Administrative Analyst II, Records Management Services  
Vilirie D. Perry, Records Analyst I, Records Management Services  
Irwin Nadel, Chief of Operations, Records Management Services  
Beth Whetstone, Supervisor Information and Control, Records Management Services  
Ellen Callahan, NJ State Archives, Department of State  
Baljinder Pannu, Data Entry Operator, Records Management Services

*Other:* Saida Jeudy, Justin Klama, Brielle Mills - MVC  
Maria Jacobi, Johanna Jones - Department of Transportation  
Joanne McKinley, Accses/CNA Services  
Dustin Artman, Jeff Foster - DFD  
Joseph Falca

**MINUTES:**

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the May 15, 2014 minutes three (3) 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: #83-436 - #83-716.**
- 2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #515755 - #516049.**

### **B. Records Management**

**Report to the State Records Committee: (See attached)**

### **C. Imaging Processing System Certification:**

**Report to the State Records Committee (See attached)**

## **II. IMAGING CERTIFICATION**

- A. Union County Division of Social Services** – Union County Division of Social Services proposes an imaging system as part of the DIMS Project. IBM is the vendor. The paper documents will serve as the eye-readable backup. Ms. Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the system. (Certification # 14071701-NM)
- B. Rutgers University Behavioral Health Care** – Rutgers University Behavioral Health Care proposes an imaging system. Document Storage Systems (DSS) Inc. is the vendor, who will also produce their archival microfilm. Ms. Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the system. (Certification # 14071702-NM)
- C. Monroe Township School District** – Monroe Township School District proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey will produce their archival microfilm. John Berry stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the system. (Certification # 14071703-MF)
- D. Environment Community Opportunity (ECO) Charter School** – Environment Community Opportunity (ECO) Charter School proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. NJ DORES Micrographics will produce their archival microfilm. John Berry stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the image processing system. (Certification # 14071704-MF)



- E. Hawthorne Public Schools** – Hawthorne Public Schools proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey will produce their archival microfilm. Vilirie Perry stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the system. (Certification # 14071705-MF)
- F. Robbinsville Public Schools** – Robbinsville Public Schools proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey will produce their archival microfilm. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the system. (Certification # 14071706-MF)
- G. Vineland Public Schools** – Vineland Public Schools proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey will produce their archival microfilm. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the system. (Certification # 14071707-MF)
- H. Midland Park Board of Education** – Midland Park Board of Education proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey will produce their archival microfilm. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the system. (Certification # 14071708-MF)

### III. OLD BUSINESS

**A. Image Certifications** – None

**B. Retention Schedules: (See Attached)**

1. **State General Schedule** – presented by Irwin Nadel  
G100000-006 Items 2000-2008 – Approved without change. This update to the General Schedule introduces a new 200 series to capture the “band” of records that are captured as e-mails. It will facilitate appropriate disposal of e-mail in accordance with State Circular Letter 14-12 DORES/OIT.
2. **Department of Transportation** – presented by Ellen Callahan  
S871000-002 – Approved without change. This comprehensive update to the DOT schedule reflects an enormous cooperative effort between Ms. Callahan of the State Archives, Records Management staff, DOT Inspector General Johanna Jones, and DOT Supervisor of Records Management Maria Jacobi. The schedule was conditionally adopted by the SRC 7/18/2013, with the caveat that a number of questions from the State Archives needed to be explored and answered. Today’s approval reflects the final product of numerous meetings within DOT, and between DOT, Records Management and State Archives that resulted in a consolidated, modernized and compliant retention schedule.

**C. Request and Authorization for Records Disposal** – None

**D. Other** - None

#### IV. NEW BUSINESS

##### A. **Records Retention Schedules: (See attached)**

**County Clerk & Register of Deeds** – prepared by Vilirie Perry

C100000-004 Items 0049-0000 thru 0049-0003 – Approved without change.

**State General Schedule** – prepared by Vilirie Perry and Irwin Nadel

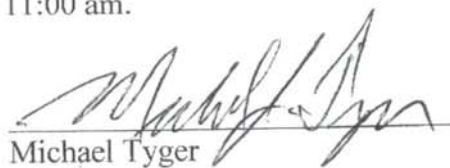
G100000-006 Item 1312-0000 Garnishment File – Approved without change.

Garnishment Files were a topic of discussion at the Committee's previous meeting when putting them on the agency retention schedule was proposed by MVC. The Committee asked Records Management staff to review garnishment retention further because it might be appropriate for this item to be placed on the State General Schedule, Records Management staff confirmed that Garnishments are not unique to MVC and potentially impact all State Agencies. This new item on the General Schedule, Item 1312-0000 Garnishment Files, which includes SOIL (Set - Off Individual Liability) Records, will serve MVC and all State agencies.

##### B. **Special Request and Authorization for Records Disposal:** (None)

#### V. OTHER BUSINESS: (None)

There being no other business, the Committee adjourned at 11:00 am.



Michael Tyger  
Secretary  
State Records Committee