



**AGENDA**  
**STATE RECORDS COMMITTEE**  
**July 18, 2013**  
**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 16, 2013 minutes**

**I. ADMINISTRATIVE ACTIONS:**

- A. Announcement of Approval of Destruction Authorization:**
  - 1. Routine Request: #81-927 - #82 92 (exemption to series 82 number 078)
  - 2. Artemis Request: #512136 - #512613
- B. Image Processing System Certification:**  
Report to the State Records Committee (See attached)

**II. IMAGING CERTIFICATION:**

- A. Roxbury Township Public Schools
- B. Washington Township Public School District
- C. Ramsey School District
- D. Mansfield Township Elementary School
- E. Hopewell Valley Regional School District
- F. Wallington Public Schools
- G. Rowan University Enterprise Imaging System

**III. OLD BUSINESS:**

- A. Image Certifications: None**
- B. Retention Schedules: None**
- C. Special Request and Authorization for Records Disposal: See attached**
  - 1. Woodbridge Township Health Department Disaster (Middlesex County) - prepared by John Berry
- D. Other:**  
Reading of the October 18, 2007 and November 8, 2007 Draft Minutes

**IV. NEW BUSINESS:**

**A. Records Retention Schedules:**

1. Local Schedules – prepared by Argean Cook  
County Welfare Departments and Board of Social Services - C980000-008 – Item 0625-0000,  
0150-0000, 0600-0004, 0600-0006, 0600-0007, 0605-0000, 0602-0001
2. Department of Human Services – prepared by Vilirie Perry  
Disability Services – Office of Home and Community Services - S542101-002
3. Motor Vehicle Commission – prepared by Vilirie Perry
  - a. Compliance and Safety – Driver Review – Bus Application S790502-002 – Item 0001-0000
  - b. Facilities and Support Services (FSS) – Imaging Services Center (ISC) – Imaging  
Unit/Transaction Review C794001-001 Item 0007-0000
4. Department of Transportation – prepared by Barbara Goszka  
General Schedule – S871000-001

**B. Special Request and Authorization for Records Disposal:**

1. Hudson County Correctional Facility Phase One – prepared by Argean Cook

**V. OTHER BUSINESS: None**



MINUTES  
STATE RECORDS COMMITTEE  
July 18, 2013

Michael J. Tyger, Secretary, called the 405th meeting of the State Records Committee to order at 10:02 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  
Division of Local Government Services, Erin Mallon Knoedler, designee  
State Auditor, William Robinson, designee  
State Treasurer, Michael Tyger, designee  
State Archives, Joseph Klett

***Staff:*** John Berry, Records Analyst 1, Records Management Services  
Argean Cook, Records Analyst 2, Records Management Services  
Kathryn Cornell, Program Technician, Records Management Services  
Barbara Goszka, Acting Deputy Manager for Records Management and Imaging Services,  
Records Management Services  
Maureen Hedden, Administrative Analyst II, Records Management Services  
Vilirie Perry, Records Analyst 1, Records Management Services  
Howard Schwartz, Supervisor, Records Management, Records Management Services  
Ellen Callahan, NJ Archives, Department of State

***Other:*** Dustin W. Artman, Jeffrey Foster, Peter Nelson, Department of Human Services  
Stephen Crescenzi, Department of the Treasury  
Inspector General Johanna Jones, Maria Jacobi, Department of Transportation  
Fred Terranova, Brielle Mills, Arlene Davison, Motor Vehicle Commission  
Lieutenant Ron Edwards, Paul Paradise, Captain Stevette Scott, Mary Beth Stull, Hudson County  
Joanne McKinley, CNA

## **MINUTES:**

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

Upon motion, seconded, the Committee voted to approve the May 16, 2013 minutes five (5) yes, none (0) no, and none (0) abstentions.

## **I. ADMINISTRATIVE ACTIONS:**

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

- 1. Secretary Tyger announced the approval of routine hardcopy requests for disposal of public records: #81-927 - #82-092 (except for series 82 number 078)**
- 2. Secretary Tyger also announced the approval of routine online Artemis requests for disposal of public records - #512136 - #512613**

### **B. Image Processing System Certification:**

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

## **II. IMAGING CERTIFICATION:**

- A. Roxbury Township Public Schools** – Roxbury Township Public Schools proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13071801-MF)
- B. Washington Township Public School District** – Washington Township Public Schools proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13071802-MF)
- C. Ramsey School District** – Ramsey School District proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13071803-MF)
- D. Mansfield Township Elementary School** – Mansfield Township Elementary School proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13071804-MF)

- E. Hopewell Valley Regional School District** – Hopewell Valley Regional School District proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13071805-MF)
- F. Wallington Public Schools** – Wallington Public Schools proposed an imaging system. AccuScan Digital Archival Solutions is the vendor. DORES will produce their archival microfilm. Penny Imaging Exchange Inc. will process their microfilm. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13071806-MF)
- G. Rowan University Enterprise Systems** – Rowan University Enterprise Systems proposed an enterprise imaging system. Hyland Software is the vendor. The paper documents will serve as the eye-readable back-up. Argean Cook stated that the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification # 13071807-MF)

Joseph Klett questioned if Image Certifications were going to stop being presented to the Committee. Barbara Goszka replied that it is still under review and that they will continue until the rules change. Mr. Tyger added that it will take a while for that to happen.

### III. OLD BUSINESS:

**A. Image Certifications:** None

**B. Retention Schedules:** None

**C. Special Request and Authorization for Records Disposal:** See attached

**1. Woodbridge Township Health Department Disaster (Middlesex County) – prepared by John Berry**

John Berry and Howard Schwartz reported they conducted a follow up site visit that confirmed that township documents were properly destroyed and stored.

**D. Other:**

**The reading of the October 18, 2007 and November 8, 2007 Draft Minutes**

Michael Tyger received advice from the Division of Law in reference to approving the above minutes even though most current SRC members did not represent their organization on the SRC back in 2007. The Division of Law indicated that approval indicates acceptance of the minutes as prepared as the best representation of the meeting. Members did not have to be on the SRC at the time of the meeting in order to vote on those minutes. Mr. Tyger attended the October 2007

meeting and was aware of the November 2007 meeting but could not attend, and as the only current member on the Committee in 2007 and at present went on record as saying the minutes are consistent with his notes and or knowledge of both meetings. Upon motion, seconded, the Committee voted to approve the October 18, 2007 and November 8, 2007 minutes five (5) yes, none (0) no, and none (0) abstentions.

Joseph Klett posed a question about updating the SRC Website with the minutes of these and other meetings that are not currently on-line. The Chair, on behalf of the Committee, asked Barbara Goszka to research how long and how far back the packages should be posted and make some recommendations to the SRC. Ms. Goszka will report on her findings and recommendations at the next SRC meeting.

#### **IV. NEW BUSINESS:**

##### **A. Records Retention Schedules:**

1. Local Schedules – prepared by Argean Cook  
County Welfare Departments and Board of Social Services - C980000-008 – Item 0625-0000, 0150-0000, 0600-0004, 0600-0006, 0600-0007, 0605-0000, 0602-0001 - Approved without change.. At the request of the State Archives, Records Management staff will follow-up to see why the retention for series 0205 (Destruction Logs) requires permanent retention.
2. Department of Human Services – prepared by Vilirie Perry  
Disability Services – Office of Home and Community Services - S542101-002 – Approved with the following change: Change the word “participant” to “client” in item 0007-0000
3. Motor Vehicle Commission – prepared by Vilirie Perry
  - a. Compliance and Safety – Driver Review – Bus Application S790502-002 – Item 0001-0000 – Approved without change
  - b. Facilities and Support Services (FSS) – Imaging Services Center (ISC) – Imaging Unit/Transaction Review C794001-001 Item 0007-0000 – Approved without change
4. Department of Transportation – prepared by Barbara Goszka  
General Schedule – S871000-001 – Mr. Klett offered encouragement and praise to DOT for taking on this large-scale consolidation of retention schedules, but noted for the record that it was highly irregular for the SRC to consider a schedule without consensus from Records Analysts and Archivists. He had a number of questions for Inspector General Johanna Jones of DOT, all of which she answered to his satisfaction. Upon motion, seconded, the Committee voted to approve the schedule as presented, four (4) yes, none (0) no, and one (1) abstention with the condition that the Archives written questions will be worked on by DOT, Archives, and Records Management staff over the next 60 days with the goal of coming to the next SRC meeting with resolution to, or at least a plan for addressing, all questions. Mr. Klett abstained because it was “irregular and unprecedented” for a schedule to be considered by the SRC without Archives questions addressed.

##### **B. Special Request and Authorization for Records Disposal: prepared by Argean Cook**

###### **1. Hudson County Correctional Facility Phase One**

Upon motion, seconded, the Committee approved Phase One, the disposal of Inmate Records (from 1/2003 thru 12/2012) which have not yet exceeded retention requirements. Due to the poor condition of the records damaged in Superstorm Sandy, the paper records are not in good

enough shape to keep as is, salvage is cost-prohibitive, and the data contained in the records can be recreated, as required, from a State Corrections Information System. Hudson County Corrections will now focus efforts on Phase Two, Medical History Records also damaged which do not have back-up on central computer systems as is the case for the Phase One records.

**C. OTHER BUSINESS:** None

There being no other business, the Committee adjourned at 12:00 pm.

A handwritten signature in black ink, appearing to read "Michael Tyger", written over a horizontal line.

Michael Tyger  
Secretary  
State Records Committee