



**AGENDA**  
**SPECIAL STATE RECORDS COMMITTEE**  
**February 21, 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**

**I. ADMINISTRATIVE ACTIONS:**

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

1. Routine : None
2. Artemis : None

**B. Records Management**

Report to the State Records Committee: None

**C. Image Processing System Certification:**

Report to the State Records Committee: None

**II. IMAGING CERTIFICATION: None**

**III. OLD BUSINESS**

**A. Image Certifications: None**

**B. Retention Schedules: None**

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

**D. PARIS Grants and Records DIRECT Programs: None**

**E. Other:**

Revision of New Jersey Administrative Code (N.J.A.C.) Title 15:3, various sections

**IV. NEW BUSINESS**

**A. Records Retention Schedules: None**

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

**V. OTHER BUSINESS:**

**1. Title 46 revision**

- a. Summary of Proposed Rules for Electronic Submission of Land Title Documents
- b. Title 46 Revision Implementation—New Rules N.J.A.C. 15: 3-9



STATE OF NEW JERSEY  
STATE RECORDS COMMITTEE

PO Box 661, Trenton, NJ, 08625-0661 609.530.3200  
[www.nj.gov/treasury/](http://www.nj.gov/treasury/)

MINUTES  
STATE RECORDS COMMITTEE  
February 21, 2013

Michael J. Tyger, Secretary, called the 402nd 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.

**ATTENDANCE:**

***SRC:***

Attorney General, Robert Strang, designee  
Division of Local Government Services, Erin Mallon Knoedler, designee  
State Auditor, William Robinson, designee  
State Treasurer, Michael Tyger, designee  
State Archives, Joseph Klett, designee

***Staff:***

James J. Fruscione, Director, Division of Revenue and Enterprise Services  
Robert Benco, Chief of Operations, Records Management Services  
John Berry, Records Analyst I, Records Management Services  
Argean Cook, Records Analyst II, Imaging Certification Unit, Records Management Services  
Kathryn Cornell, Program Technician, Records Management Services  
Robert Fabio, Administrative Analyst I, Records Management Services  
Maureen Hedden, Administrative Analyst II, Records Management Services  
Barbara Goszka, Acting Deputy Manager for Records Management and Imaging Services,  
Records Management Services  
Karl J. Niederer, Division of Revenue and Enterprise Services  
Karen A. Perry, Records Analyst I, Records Management Services  
Vilirie D. Perry, Records Analyst I, Records Management Services  
Howard Schwartz, Supervisor of Records Management Services  
Ellen Callahan, NJ Archives, Department of State

***Other:***

Dave Brice, Gloucester County, IT  
Sal Coppola, Hudson County Enterprise  
Ed Eastman, New Jersey Land Title Association  
Michele Everly, CARMA/COANJ  
David Ewan, New Jersey Land Title Association  
Dan Freed, Sussex County  
Paula Sollami Covello, Mercer County Clerk / COANJ  
Torey L. King, Lauren M. Wiley, Mercer County Clerk's Office

**MINUTES:**

Minutes from the previous SRC Meeting of January 24, 2013 will be reviewed at the next SRC meeting.

**I. ADMINISTRATIVE ACTIONS:**

**A. Announcement of Approval of Destruction Authorization:** None

**B. Records Management:** None

**C. Image Processing System Certification:** None

**II. IMAGING CERTIFICATION:** None

**III. OLD BUSINESS**

**A. Image Certifications:** None

**B. Retention Schedules:** None

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

**D. PARIS Grants and Records DIRECT Programs:** None

**E. Other:**

**1. Draft Proposal for an Electronic Archives and Infrastructure for the State of New**

Joseph Klett, NJ State Archives presented a Draft Proposal for an Electronic Archives Infrastructure for the State of New Jersey for the Committee's review. Mr. Klett stated that the Department of the Treasury will build the platform. Also, a new unit has to be created in the State Archives.

During the review, Robert Strang asked Michael Tyger if he was okay with "IV. Fiscal Impact". Mr. Tyger responded that he had reviewed the numbers and for the purposes of this position paper the figures were a good ball park number. Mr. Tyger also said he believed that given the cost estimate relative to the risk of not addressing the issue, he felt it was a worthwhile investment.

Mr. Strang also noted that the electronic archives should be designed with search capability and the means to access and retrieve records for legal requirements and research will be very important.

Erin Mallon Knoedler, Local Government Services, asked "what is the *next* step"? Mr. Tyger said he thought endorsement from the SRC of the proposal was the logical next step, then we could look to move forward with budget (OMB), Technical, OIT, OTT and Department of State. Ms. Knoedler said she would like to see status reports and it was agreed that those would be made regularly to the SRC. The Committee is in agreement to endorse the concept and the next step is to find out how it can be accomplished.

Upon motion, seconded, the Committee voted to approve endorsing the concept for an Electronic Archives Infrastructure five (5) yes, none (0) no, and none (0) abstentions.

## 2. Revision of New Jersey Administrative Code (N.J.A.C.) Title 15:3, various sections

James Fruscione, DORES Director presented the Revision of New Jersey Administrative Code (N.J.A.C.) Title 15:3, various sections.

The following are changes that were made during the meeting:

N.J.A.C 15:3-4.11 Should read “The proposed amendments to N.J.A.C. 15:3-4.11 eliminate mandates that do not support the direction for records management and undefined terms in order to bolster understanding and compliance with the subchapter”.

### SUBCHAPTER 4 IMAGE PROCESSING OF PUBLIC RECORDS

#### 15:3-4.3 Image processing systems

- (b) Should read “The life expectancy of any optical or magnetic media employed by any image processing system used for keeping of records shall ensure that the records are accessible and usable throughout their designated retention periods, unless otherwise approved by the State Records Committee. This includes the life expectancy rating of the media and the system procedures such as back-up regimes, disaster recovery programs and media refresh cycles that are employed to preserve the records involved”.

Joanne McKinley from Access/CNA Services asked about 15:3-4.3 (d) and the need to address permanent records. Based on the comment and discussion, it was agreed to make the following change:

3. (d) Should read “Any image processing system used to create, store or maintain public records classified as permanent, archival or designated for archival review on a records retention schedule approved by the State Records Committee shall provide for the preservation of such records as outlined in (c) above”.

#### 15:3-4.4 System administration

#i iv. Remove ; and the word and at the end of the paragraph.

#### 15:3-4.5 Image storage and retrieval

#3 (g) Should read “ and shall run [standard] hardware, operating systems, and networking systems that are supported on an ongoing basis by the information technology industry”.

#### 15:3-4.6 Scanners and scanning

#1 Should read “Imaging systems [shall not be capable of altering] must store at least one unaltered version of the public records they contain”.

#### 15:3-5.[8] 7 Notification of stakeholders; public notices

(d) Place a bracket after the word Division at the end of the paragraph.

(f) Delete the erroneous text “[h]e certification unless an agency fulfills this requirement.]”

Lauren Wiley from Mercer County asked about multifunction devices and if these should be specifically addressed in the rules. That issue was discussed and the multifunction devices will be addressed with guidelines, but we are focusing on not getting too specific in the rules as technology changes rapidly. The idea is to describe the quality and requirements of the image, but not get too specific on the devices themselves as we expect that will vary greatly by agency and change often as technology turns over.

Upon motion, seconded, the Committee voted to approve the Revision of New Jersey Administrative Code (N.J.A.C) Title 15:3 five (5) yes, none (0) no, and none (0) abstentions.

#### IV. NEW BUSINESS

**A. Records Retention Schedules:** None

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

*(at 11:25 am; a 5 minute break was taken.)*

#### V. OTHER BUSINESS:

1. **Title 46 revision**

**a. Summary of Proposed Rules for Electronic Submission of Land Title Documents**

Karl J. Niederer presented the Summary of Proposed Rules for Electronic Submission of Land Title Documents. These rules are needed based on Public Law 2011, Chapter 217, which requires that counties accept land title records electronically by May 1, 2017. The law also required rules be adopted to support the statute, and that rules be developed in consultation with the County Clerks and Registers Section of the Constitutional Officers Association of New Jersey (COANJ). Mr. Niederer also involved another major stakeholder, the New Jersey Land Title Association, in shaping the content of the rules and reviewing and vetting various drafts.

**b. Title 46 Revision Implementation Rules NJAC 15:3-9**

The Committee's discussion of the proposal included the following:

Robert Strang asked about adding to section 15:3-9.2 the terms "Business Requirement Document" and definition and Electronic Recording or E Recording and a definition. It is agreed that both terms would be helpful to define, and these will be added to the next draft.

Erin Mallon Knoedler questioned Karl Niederer about the year 2017 under 15:3-9.3 General Requirements and also the requirement being subject to State mandate/State pay. The 2017 date is established by statute and is thought to have been selected to allow time for

implementation. Many counties already have electronic systems in use, and others are moving in that direction according to COANJ. The issue of this being a state requirement or mandate has not been raised yet, and COANJ believes this is something that is wanted by users and local government.

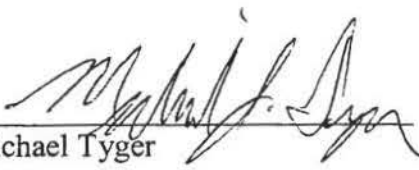
Joseph Klett noted that in - 15:3-9.13 Standards and Use of Electronic Synopsis and Cover Sheets, section iv there needs to be a return after (b) the consideration for the conveyance; so that (c) is on a separate line.

Joseph Klett will send other minor changes to Karl Niederer for final draft corrections.

Paula Sollami Covello spoke on behalf of COANJ supporting the proposal, and noted that COANJ felt the rules were very consistent with the law, had been well-vetted with all concerned parties. Ms. Sollami Covello praised the work effort of Marc Pfeiffer, who worked as a consultant for COANJ on the project as well as the Land Title Association and Karl Niederer for the tremendous effort, and said COANJ was certainly in favor of passage of the proposed rules. Ed Eastman spoke on behalf of the New Jersey Land Title Association. Mr. Eastman said he appreciated being included in the development process, was proud of the collaboration, and that the NJ Land Title Association is supportive of the rules as proposed.

Upon motion, seconded, the Committee voted to approve the Title 46 revision – Summary of Proposed Rules for Electronic Submission of Land Title Documents and Title 46 Revision Implementation Rules NJAC 15:3-9 five (5) yes, none (0) no, and none (0) abstentions.

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

  
Michael Tyger  
Secretary  
State Records Committee