



PO Box 661, Trenton, NJ, 08625-0661 609.777.1020

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AGENDA STATE RECORDS COMMITTEE September 26, 2024 10:00 AM

Location: Online/Teleconference

https://www.nj.gov/treasury/revenue/rms/src.shtml

Announcement of Open Public Meeting Reading of the August 15, 2024 Minutes

- I. Administrative Actions:
 - A. Announcement of Approval of Destruction Authorization: Artemis Request: #603731-605091
 - B. Records Management
 Report to the State Records Committee: None
 - C. Registered Imaging Systems/Amendments/Annual Reviews: Report to the State Records Committee
 - 1. **Catastrophic Illness in Children Relief Fund** Catastrophic Illness in Children Relief Fund proposes an imaging system annual renewal. (Certification # 01092001-MP)
 - 2. **Department of Labor and Workforce Development, Division of Employer Accounts** Department of Labor and Workforce Development, Division of Employer Accounts proposes an imaging system annual renewal. (Certification # 04102101-NM)
 - 3. **NJ Transit** NJ Transit proposes an imaging system annual renewal. (Certification # 11102001-MP)
 - 4. **NJ Transit** NJ Transit proposes an imaging system annual renewal. (Certification # 11102001-MP)
 - 5. County of Bergen, Office of the Clerk of the Board County of Bergen, Office of the Clerk of the Board proposes an imaging system annual renewal. (Certification # 06121405-MF)
 - 6. **County of Bergen, Board of Social Services** County of Bergen, Board of Social Services proposes an imaging system annual renewal. (Certification 14032014-NM)
 - 7. County of Sussex, Office of the Clerk E-Recording County of Sussex Office of the Clerk E-Recording proposes an imaging system annual renewal. (Certification # 08071702-MF)
 - 8. **Edgewater Park Public Schools** Edgewater Park Public Schools proposes an imaging system annual renewal. (Certification # 12062111-MP)
 - 9. **Monmouth Ocean Educational Services Commission** Monmouth Ocean Educational Services Commission proposes an imaging system annual renewal. (Certification # 23041901-MP)
 - 10. **Rancocas Valley Public Schools** Rancocas Valley Public Schools proposes an imaging system annual renewal. (Certification # 13012406-MP)
 - 11. **Borough of Bergenfield** Borough of Bergenfield proposes an imaging system annual renewal. (Certification # 10052004-MP)
 - 12. **Borough of Manasquan** Borough of Manasquan proposes an imaging system annual renewal. (Certification #23052302-MP)

- 13. **Borough of Seaside Heights** Borough of Seaside Heights proposes an imaging system annual renewal. (Certification # 23041902-MP)
- 14. **City of Newark** City of Newark proposes an imaging system annual renewal. (Certification # 23052301-MP)
- 15. **Town of Kearny** Town of Kearny proposes an imaging system annual renewal. (Certification # 09091706-MF)
- 16. **Town of Phillipsburg** Town of Phillipsburg proposes a new imaging system. (Certification # 24090401-MP)
- 17. Township of Bernards, Office of Municipal Clerk, System Administration Township of Bernards, Office of Municipal Clerk, System Administration proposes an imaging system annual renewal. (Certification # 02012401-MP)
- 18. **Township of Boonton** Township of Boonton proposes an imaging system annual renewal. (Certification #10102116-MP)
- 19. **Township of Brick Enterprise** Township of Brick Enterprise proposes an imaging system annual renewal. (Certification # 06061506-MP
- 20. **Township of Edgewater Park** Township of Edgewater Park proposes an imaging system annual renewal. (Certification # 18051002-MP)
- 21. **Township of Hamilton School District** Township of Hamilton School District proposes a new imaging system. (Certification # 24082801-MP)
- 22. **Township of Lacey** Township of Lacey proposes a new imaging system. (Certification # 24080601-MP)
- 23. **Township of Middletown** Township of Middletown proposes an imaging system annual renewal. (Certification # 09071601-MP)
- 24. **Township of Middletown** Township of Middletown proposes an imaging system annual renewal. (Certification # 09071601-MP)
- 25. **Township of Moorestown Building Department** Township of Moorestown Building Department proposes an imaging system annual renewal. (Certification # 07051701-MP)
- 26. **Township of Neptune** Township of Neptune proposes an imaging system annual renewal. (Certification # 09101514-MP)
- 27. **Township of Neptune** Township of Neptune proposes an imaging system annual renewal. (Certification # 09101514-MP)
- **28. Township of Neptune** Township of Neptune proposes an imaging system annual renewal. (Certification # 09101514-MP)
- 29. **Township of Neptune** Township of Neptune proposes an imaging system change in vendor from *Sunrise Systems* to *Foveonics*. (Certification # 09101514-MP)

II. Old Business:

- A. Request and Authorization for Records Disposal: None
- B. Registered Imaging Systems/Amendments/Annual Reviews: None
- C. Records Retention Schedules: None

III. New Business:

- A. Records Retention Schedules:
 - 1. State

Department of Health, Division of Public Health and Environmental Laboratories, Inborn Errors of Metabolism (IEM) Program S460412-006 – Presented by Karen A. Perry on Behalf of John J. Berry Items 0003-0000. 0003-0001. 0003-0002. 0003-0003

- B. Damaged Records Reports: None
- C. Other Business: None



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MINUTES STATE RECORDS COMMITTEE August 15, 2024

Amanda Truppa, Secretary, called the 460th meeting of the State Records Committee to order at 10:02 a.m. on the above date. She 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.

Ms. Truppa stated that there was a quorum with all members present.

ATTENDANCE:

SRC: State Treasurer, Amanda Truppa, Designee (Chair and Secretary)

Department of Community Affairs, Division of Local Government Services,

Bonnie Brookes, Designee

Office of the State Auditor, Kristen Menegus, Designee

Department of State, Division of Archives and Records Management, Donald

Cornelius, Designee

Staff: James Fruscione, Director, Division of Revenue and Enterprise Services

Elizabeth Hartmann, Administrative Analyst 3, Records Management Services

Karen A. Perry, Administrative Analyst, Records Management Services

John J. Berry, Records Analyst 1, Records Management Services

Campbell, Marcella, Records Analyst 2, Records Management Services

Terricka Page, Records Analyst 3, Records Management Services

Virma Guzman-Reyes, Records Analyst 3, Records Management Services

Other: Biempica, Carmen, Department of State, Division of Archives and Records

Management

Cook, Argean, County Archives and Records Management Association of New

Jersey (CARMA)

Marseglia, Marc, Department of the Treasury, Division of State Lottery

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the June 20, 2024 Minutes four (4) yes, none (0) no, and none (0) abstentions.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Artemis Request # 602141-603730

B. Report to the State Records Committee:

Registered Imaging Certification Systems/Amendments/Annual Reviews

- 1. **Township of Parsippany Troy-Hills** Township of Parsippany Troy-Hills proposes an imaging system annual renewal. (Certification # 17060803-MP)
- 2. **County of Sussex EDMS** County of Sussex EDMS proposes an imaging system annual renewal. (Certification # 10021803-MP)
- 3. Sussex County Division of Social Services Sussex County Division of Social Services proposes an imaging system annual renewal. (Certification # 14011601-NM)
- 4. **County of Bergen Office of the County Clerk, LRMS** County of Bergen Office of the County Clerk, LRMS proposes an imaging system annual renewal. (Certification # 09012236-MF)
- 5. **City of Garfield** City of Garfield proposes an imaging system annual renewal. (Certification #09091704-MF)
- 6. **City of Garfield** City of Garfield proposes an imaging system annual renewal. (Certification # 10102106-MP)
- 7. **Township of Millburn** Township of Millburn proposes an imaging system annual renewal. (Certification # 24062601-MP)
- 8. **City of Summit Clerk's Office** City of Summit Clerk's Office proposes an imaging system annual renewal. (Certification # 06042001-NM)
- 9. **County of Camden Prosecutor's Office** County of Camden Prosecutor's Office proposes an imaging system annual renewal. (Certification # 09121702-MP)
- 10. **Ocean County Utilities Authority** Ocean County Utilities Authority proposes an imaging system annual renewal. (Certification # 10071501-NM)
- 11. **County of Hunterdon Prosecutor's Office** County of Hunterdon Prosecutor's Office proposes an imaging system annual renewal. (Certification # 09021903-NM)
- 12. **Township of Raritan** Township of Raritan proposes an imaging system amendment. (Certification # 23061201-MP)
- 13. **Township of Raritan** Township of Raritan proposes an imaging system annual renewal. (Certification # 23061201-MP)
- 14. **Township of Bordentown** Township of Bordentown proposes an imaging system annual renewal. (Certification # 20111601-MP)

- 15. **County of Passaic County Clerk** County of Passaic County Clerk proposes an imaging system annual renewal. (Certification # 01111401-MF)
- 16. County of Passaic County Clerk e-Filing County of Passaic County Clerk e-Filing proposes an imaging system annual renewal. (Certification # 06031602-MF)
- 17. **County of Salem** County of Salem proposes an imaging system annual renewal (Certification # 07011802-MF)
- 18. **County of Morris Clerk's Office** County of Morris Clerk's Office proposes an imaging system annual renewal. (Certification # 07051703-MF)
- 19. **Woodbridge Fire Department** Woodbridge Fire Department proposes an imaging system annual renewal. (Certification # 11072110-NM)
- 20. **County of Mercer E-Recording** County of Mercer E-Recording proposes an imaging system annual renewal. (Certification # 07121302-MF)
- 21. **Township of Irvington** Township of Irvington proposes an imaging system amendment. (Certification # 24072302-MP)
- 22. **Department of Law and Public Safety, Election Law and Enforcement Commission** Department of Law and Public Safety, Election Law and Enforcement Commission proposes an imaging system annual renewal. (Certification # 10061701-MP)
- 23. **County of Somerset Enterprise** County of Somerset Enterprise proposes an imaging system annual renewal. (Certification # 08022101-MP)
- 24. **Hudson County Department of Family Services Division of Welfare** Hudson County Department of Family Services Division of Welfare proposes an imaging system annual renewal. (Certification # 14051506-NM)
- 25. **Borough of Spring Lake Heights** Borough of Spring Lake Heights proposes an imaging system amendment. (Certification # 09101522-MP)
- 26. **Borough of Spring Lake Heights** Borough of Spring Lake Heights proposes an imaging system annual renewal. (Certification # 09101522-MP)
- 27. **Ocean County Board of Social Services** Ocean County Board of Social Services proposes an imaging system annual renewal (Certification #14051503-NM)
- 28. County of Sussex Office of the County Clerk County of Sussex Office of the County Clerk proposes an imaging system annual renewal. (Certification # 08032004- MF)
- 29. County of Sussex Office of the Clerk E-Recording County of Sussex Office of the Clerk E-Recording proposes an imaging system annual renewal. (Certification # 08071702-MP)
- 30. **Robert Treat Academy Charter School** Robert Treat Academy Charter School proposes an imaging system. (Certification # 24071801-MP)
- 31. **Township of Irvington** Township of Irvington proposes an imaging system. (Certification #24072302-MP)

II. Old Business: None

III. New Business:

A. Records Retention Schedules:

- 1. <u>State</u> Presented by Karen A. Perry State General Schedule - G100000-016, Item 0421-0000 – Approved without change.
- 2. <u>County</u> Presented by Karen A. Perry County General Schedule – C820000-019, Item 0338-0000 – Approved without change.
- 3. <u>Municipal</u> Presented by Karen A. Perry Municipal General Schedule – M100000-018, Item 0338-0000 – Approved without change.
- 4. <u>Department of the Treasury</u> Presented by Elizabeth Hartmann Division of State Lottery - S820605-001 – Approved without change.

B. Damaged Records Reports:

1. Town of West New York – Presented by Virma Guzman-Reyes

Ms. Guzman-Reyes stated that she was contact by Ms. Adelinny Plaza, Municipal Clerk, Town of West New York regarding 33 boxes of water-damaged records dating 1995 – 2013 from the Town's Building and Payroll Departments, including Time Records, Building and Site Plans. The damage was discovered when Ms. Plaza and the Town's Administrator and Chief Financial Officer along with the contracted imaging vendor went to view the hardcopy records that were stored in an offsite storage container. Ms. Plaza said that she was not aware of the records being stored in the container as they were placed there before her tenue as Town Clerk. The Belfor Property Restoration Company was contacted and upon thorough examination determined that the records were unsalvageable. All attempts were made but, backup hardcopy duplicates could not be found. The Town of West New York does not have a facility to store their records onsite so Ms. Plaza has arranged for proper offsite records storage moving forward. Secretary Truppa stated that the Committee acknowledge that the records were prematurely destroyed and duplicates could not be found. Donald Cornelius, Department of State Division of Archives and Records Management Committee Member Designee also concurred with Secretary Truppa, recognizing that Ms. Plaza had done her due diligence in bringing the incident before the Committee but through no fault of her own, records were destroyed and issued an admonishment to the Town of West New York that the records need to be protected. Secretary Truppa called for a motion to approve the records disposal and acknowledge that the Town of West New York has implemented measures to ensure that it does not happen again in the future, the motion was seconded and approved.

C. Special Request and Authorization for Records Disposal: None

IV. Other Business:

Records Retention & Disposition Scheduling for Electronic Records Update – Presented by James Fruscione, Director, Division of Revenue and Enterprise Services

James Fruscione, Director, Division of Revenue and Enterprise Services (DORES) presented an update to the State Records Committee regarding the status of state agencies' retention and disposition of electronic records. Director Fruscione had appeared before the Committee on June 20, 2024, and stated that he planned to meet with the State Government Chief Technology Officers (CTOs) to discuss retention and disposition of their electronic records applications. Director Fruscione met with the CTOS as planned and is now working on the implementation of the concepts discussed. To begin the effort, he will submit phased records disposition authorization requests for Department of the Treasury SharePoint sites and data systems, which will leverage General Schedule items. This approach will demonstrate to agency CTOs how an electronic records retention and disposition program can be implemented.

There being no other business, upon motion, seconded, the Committee adjourned at 10:35 a.m.

Amanda Truppa Secretary State Records Committee

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT						
DEPARTMENT SCHEDULE HEADING	Health AGENCY # S460412					
DIVISION:	Public Health and Environmental Laboratories	SCHEDULE # 006				
BUREAU:	Inborn Errors of Metabolism (IEM) Program	PAGE # 1	OF	2		

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME	
(DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES	RECORD SERIES NAME	TYPE OF	DESCRIPTION	RETENTION
#		CHANGE		
0003-0000	Newborn Screening Request (IEM-1/IEM-1A) (Electronic Database)	Title, Description and Final Disposition Update	Electronic copy related to IEM-1 and IEM-1a requisition forms. Contains all pertinent patient information to perform screening assay (analysis) and determine any abnormal results. Used for demographic information pertinent to screening assay interpretation and patient identification. see: cf. N.J.S.A. 26:8-5 et seq.	10 years after most recent discharge or age 23, whichever is later/ Erase
0003-0001	Newborn Screening Request IEM- 1/IEM-1A (Original Paper Copy)	New Records Series	Contains all pertinent patient information to perform screening assay (analysis) and determine any abnormal results. Used for demographic information pertinent	2 years/Destroy

	to screening assay interpretation and patient identification. see: 42 CFR § 493.1105 (CLIA - Clinical Laboratory Improvement Amendments of 1988).
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0003-0002	Newborn Screening Request (IEM-1/IEM-1A (Carbon Copy Of Original Paper Copy)	New Records Series	Carbon copy that contains all pertinent patient information to perform screening assay (analysis) and determine any abnormal results. It is used for demographic information pertinent to screening assay interpretation and patient identification.	2 years, or less than 2 years if destruction requested by the parent or up to 10 years if retention is requested by the parent.
0003-0003	Newborn Screening Consent Forms	New Records Series	Requests by parents or legal guardians for extended retention or early destruction of 0003-0002 the carbon copy of the Newborn Screening Request IEM-1 and IEM-1a requisition forms. see: cf. N.J.S.A. 26:8-5 et seq. Retention time:	10 years after most recent discharge or age 23, whichever is later/ Destroy
	NOTE: 1) Retention Policy: Minimum Period in Agency – removed for all records series. 2) All records series indicate if access to records are confidential or public.			

STATE OF NEW JERSEY



Health-Public Health and Environmental Laboratories-Inborn Errors of Metabolism (IEM) Program

S460412-006



Records Retention and Disposition Schedule		Age	Agency: S460412					Sc	Schedule: 006		Page	e #:0 of 1	
			<u>-</u>						_				
Departmen	ht: Health-Public Health and Er Errors of Metabolism (IEM)	nvironmental Laboratories-Inbo	rn A g	jenc	y F	Rep	res	sen	tative:				
	Errors of Woldsonsin (IEW) Frogram		Tit	Title:									
				one	#:								
SCHEDULE A and will be dis	APPROVAL: Unless in litigation, the record sposed of as indicated in accordance with the sposed of a spo	s covered by this schedule, upon expirite law and regulations of the State Re	ration of t ecords Co	heir r mmit	eter tee.	ntion This	n per s sc	riods hed	s, will be deem lule will become	ed to have no co e effective on the	ntinuing value to date approved	the St by the	ate of New Jersey State Records
Agency Re	epresentative Signature:	Date:	Secret	tary,	St	ate	Re	eco	rds Commi	ttee Signatu	re:	Date	:
Record	Record Title and Description								Retenti	on Policy	Disposition	1	Citation
Series #				Audit	Alternate Media	Archival Review	Vital Record		Total Retention Period	Minimum Period in Agency			
0001-0000	IEM Patient History (IEM-10/IEI Contains history files which incl physicians on all patients with a recommendations for treatment requirements see N.J.S.A. 26:8	ude reports to hospitals and abnormal results. Also contains t. Note: for retention time											<u>N.J.S.A.</u> 26:8-5 et seq.
0001-0001	IEM Patient History (Original)								10 years after most recent discharge o age 23 whichever is longer		Destroy		
0001-0002	IEM Patient History - Normals A	And Abnormals (Electronic)							10 years after most recent discharge o age 23 whichever is longer		Erase		

Records Re	tention and Disposition Schedule	Agency: S460	0412	2	Schedule: 006	Pa	nge #:0 of 1
0002-0000	Laboratory Test Results Report Contains results of specimen tests which are generated either manually or by computer, and sent to hospitals or physicians. Not for retention time requirements see N.J.S.A. 26:8-5 et seq.	e:					<u>N.J.S.A.</u> 26:8-5 et seq.
0002-0001	Laboratory Test Results Report (Original)			C 10 years after mos recent discharge age 23 whicheve longer	t e or	Destroy	N.J.S.A. 26:8-5 et seq.
0002-0002	Laboratory Test Results Report (Electronic)			C 10 years after mos recent discharge age 23 whicheve longer	t e or	Erase	
0003-0000	Newborn Screening Request (IEM-1/IEM-1A) (Electronic Databases Electronic copy related to IEM-1 and IEM-1a requisition forms. Contains all pertinent patient information to perform screening associated (analysis) and determine any abnormal results. Used for demographic information pertinent to screening assay interpretation and patient identification. see: cf. N.J.S.A. 26:8-5 et seq.	say		C 10 years after mos recent discharge age 23 whicheve longer	t e or	Erase	cf. <u>N.J.S.A.</u> 26:8- 5 et seq.
0003-0001	Newborn Screening Request IEM-1/IEM-1A (Original Paper Copy Contains all pertinent patient information to perform screening ass (analysis) and determine any abnormal results. Used for demographic information pertinent to screening assay interpretation and patient identification. see: 42 CFR § 493.1105 (CLIA - Clinical Laboratory Improvement Amendments of 1988).	say		C 2 years		Destroy	42 CFR § 493.1105 (CLIA - Clinical Laboratory Improvement Amendments of 1988).
0003-0002	Newborn Screening Request (IEM-1/IEM-1A (Carbon Copy Of Original Paper Copy) Carbon copy that contains all pertinent patient information to performance assay (analysis) and determine any abnormal results. It used for demographic information pertinent to screening assay interpretation and patient identification.			C 2 years, or less than years if destruction requested the paren up to 10 years if	2 on d by	Destroy	

Records Re	etention and Disposition Schedule	Agency:	S46	041	2	Schedule: 006	Pag	je #:0 of 1
0003-0003	Newborn Screening Consent Forms Requests by parents or legal guardians for extended retention or early destruction of 0003-0002 the carbon copy of the Newborn Screening Request IEM-1 and IEM-1a requisition forms. see: cf. N.J.S.A. 26:8-5 et seq.				retention requeste the pare C 10 years after mo recent discharg age 23, whichev	ed by nt. s st le or	Destroy	cf. <u>N.J.S.A.</u> 26:8- 5 et seq.
0004-0000	Program Statistical Information Contains historical information on the IEM program. This information is used to determine frequency and distribution of ethnic and/or high risk groups within the state with regard to metabolic disorders. Not for retention time requirements see N.J.S.A. 26:8-5 et seq.	gh	X		P 10 year after mo recent discharg age 23 whichevel longer	s st ge or	Archival Review	N.J.S.A. 26:8-5 et seq.
0005-0000	Quality Control Test Records (IEM Form Numbers 5, 8, 12, 13, 25 36, 38, 39, 40, 43, 44, 45, 46, 48, 50, 53) Contains quality control tests which prove the acceptable limits of				C 10 year after mo recent	st	Destroy	N.J.S.A. 26:8-5 et seq.

Records Re	Records Retention and Disposition Schedule		12	Schedule: (Schedule: 006		Page #:0 of 1	
0008-0000	Specimens For IEM Testing (IEM-3) Contains a summary list which is prepared by the submitting hosp or physician and accompanies a group of peciments when submitted. Used as an aid in locating a particular patient specime and assuring that all specimens are received. Also used as a cross reference to the patient specimen number. Note: for retention time requirements see N.J.S.A. 26:8-5 et seq.	en,		10 years after most discharge or age 23 whichever is longer	Destroy	N.J.S.A et seq.	<u>A.</u> 26:8-5	
0009-0000	Worksheet From Laboratory Tests (IEM Form Numbers 9, 17, 26, 29, 30, 32, 42, 49, 51) Contains results of all metabolic assays on all patients. Used as a source of assay results for each patient specimen. Worksheet may be generated manually or as a computer printout. Note: for retent time requirements see N.J.S.A. 26.8-5 et seq.	a ay		10 years after most recent discharge or age 23 whichever is longer	Destroy	N.J.S. <i>F</i> et seq.	<u>A.</u> 26.8-5	
0010-0000	Analytical Results							
0010-0001	High Performance Liquid Chromatograph (HPLC) Raw Data Report For Serum Phenylalanine And Tyrosine Analysis Analyses performed on individuals who tested positive at birth for PKU. Report shows the levels of phenylalanine, and tyrosine, and chromatograms for each analysis.		С	23 Years	Destroy			
0010-0002	Request For Serum Phenylalanine And Tyrosine Analysis (CHEM 27) Request for ongoing testing of individuals diagnosed at birth with Phenylketonuria (PKU).		С	23 Years	Destroy			
0010-0003	Serum Phenylalanine Laboratory Report Report of analyses performed on individuals who tested positive a birth for PKU. Report shows the level of phenylalanine, and chromatograms for each analysis.	at	С	23 Years	Destroy			