



**MINUTES
STATE RECORDS COMMITTEE**

APRIL 15, 2004

Karl Niederer, Secretary called the 295TH meeting of the State Records Committee to order at 10:04 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: Division of Archives and Records Management, Karl J. Niederer, Secretary
Division of Local Government Services, Loretta Buckelew, alternate designee
Office of the Attorney General, John Turi, designee
Office of the State Auditor, Frederick Hansen, designee
Office of the State Treasurer, Albertha Hyche, alternate designee

Staff: Joseph Falca, Supervisor, Records and Forms Analysis
Vilirie D. Perry, Records Analyst II
Albin Wagner, Chief, Bureau of Records Management
Daniel Noonan, Supervisor, Electronic Records Management

Others: Justin Beeden, (vendor) Allister Business Systems, Inc.
Anne Hartnagel, Department of Environmental Protection, Division of Administration
Eugene J. Keyek, EJK Associates, Ocean City, NJ
Holly Manis, MIS Freehold Twp
Lesbeth Meroni, (vendor) Allister Business Systems, Inc
Terri Patino, Records Management Coordinator, Freehold Twp
Sue Shannon, Department of Environmental Protection, Division of Science, Research and Technology

MINUTES:

- I. Approval of previous SRC Meeting Minutes:** Upon motion, seconded, the committee voted to approve the minutes of the SRC meeting held on February 19, 2004.

II. Administrative Actions:

- A. Announcement of Approval of Destruction Authorization:** Secretary Niederer announced the approval of routine records destruction requests numbers #55-949 to 56-548.
- B. Image Processing System Renewals/Administrative Amendments:**
 - 1. Renewals:** Mr. Noonan presented a listing of public records image processing certification renewals completed between February 19th and April 15th, 2004 (see attached). The only renewal listed is: New Jersey Motor Vehicle Commission, Customer Operations and Support Imaging Systems Center - NJMVC #02032101.
 - 2. Amendments:** Department of Labor, Division of Unemployment & Disability Insurance #0001; expanded certification from "Department of Labor, Bureau of State Plan" to "Department of Labor, Division of Temporary Disability." Retired Certificate #0001 and issued new Certificate #04041501-NM.

III. OLD BUSINESS:

- A. Retention Schedules:**
 - 1. Department of Environmental Protection, Division of Science Research and Technology** (presented by Vilirie D. Perry) – Approved without change.

IV. NEW BUSINESS

- A. Retention Schedules:**
 - 1. Department of Community Affairs, NJ Housing and Mortgage Finance Agency** (presented by Joseph Falca)
 - a. Audit** – Item 1-0002 only – Approved without change.
 - b. Finance** – Item 1-0000 only – Approved without change.
 - c. Single Family** - Item 11-0000 only - Approved without change.
- B. Request and Authorization for Records Disposal:**
 - 1. New Brunswick Police Department: #56-469** (presented by Joseph Falca) - The committee received a records disposal request from New Brunswick Police Department for records damaged by water in September 1999 (Hurricane Floyd). The building that housed the records flooded and was condemned (see attached). The agency contacted DARM when the incident first occurred requesting advice. The agency subsequently notified DARM that the building had been condemned and access to the records in it was prohibited. The agency has now presented DARM with a special request for records disposal. The committee deliberated at length on how to respond to the

request. The committee's consensus was that the agency had not exercised due diligence in acting to salvage the records based on the advice given by DARM in 1999, and that approval of the special disposal request was inappropriate. Therefore, upon motion, seconded, the committee voted to acknowledge receipt of the evidence of the records' destruction from New Brunswick Police Department.

2. Union County, Office of the County Clerk (presented by Joseph Falca) –A records disposal request for disposal of Union County land records by the Office of the County Clerk was withdrawn, pending further information from agency. A policy change was recommended on disposal of original land records. The committee agreed that before action can be taken on the records disposal request additional information on quality of microfilm back-up is needed.

C. Image Processing Certifications:

1. Township of Freehold, Municipal Clerk's Office: It was stated that the application met all standards for certification. This system does not currently include a microfilm backup component. Future microfilm backup of records with long-term retention schedules was recommended. Upon motion, seconded, the committee approved certification of the applicant's image processing system (04041502-NM).

V. Other Business:

- A. Mr. Noonan recapped a presentation on the Federal Check Truncation Act (Check 21 law) by JPMorgan/Chase that he attended on March 18th with representatives of OMB and other state agencies. Secretary Niederer suggested that John Turi, Attorney General Office, compare the Federal Check 21 law in comparison with the state law, P.L.1994, c.140, and report his conclusions to the committee.

There being no further business, the meeting was adjourned at 10:46 a.m.

s/Karl J. Niederer
Karl J. Niederer
Secretary
State Records Committee