



**MINUTES**  
**STATE RECORDS COMMITTEE**  
July 21, 2005

Keith W. Betten, alternate Secretary, called the 313th meeting of the State Records Committee to order at 10:03 a.m. on the above date. He stated that notice of the meeting had been posted in the Secretary of State's Office and was 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, Keith W. Betten, alternate Secretary  
Division of Local Government Services, Marc Pfeiffer, designee  
Office of the Attorney General's Office, John Turi, designee  
Office of the State Auditor, Frederick Hansen, designee  
Office of the State Treasurer, Michael Tyger, alternate designee

**Staff:** Beth Colosimo, Records Analyst II  
Sean Curry, Archivist I – PARIS  
Vilirie D. Perry, Records Analyst I  
Jennifer Petrino, Grants Program Manager – PARIS  
Joanne M. Seitter, Records Analyst II  
Albin Wagner, Chief, Bureau of Records Management

**Others:** Lori Faulkner, Nancy Richter, Gloucester County  
Susan M. Pinto, Edward Small, Morris County  
Bill Lennon, CBS Inc.

**MINUTES:**

**I. Approval of previous SRC Meeting Minutes**

Upon motion, seconded, the Committee voted unanimously to dispense with the reading of the minutes until the next scheduled State Records Committee Meeting.

**II. Administrative Actions**

**A. Announcement of Approval of Destruction Authorization:** Secretary (alternate) Keith W. Betten announced approval of routine records destruction request numbers 59-649 through 59-788.

**B. Image Processing System Renewals/Administrative Amendments:**

1. **Renewals:** None
2. **Amendments: Check 21 Certification for the City of Trenton.** Upon motion, seconded, the Committee unanimously approved the application for Service Bureau Image Processing (Wachovia Bank, NA).

**III. Old Business**

- A. **Retention Schedules:** None
- B. **Image Processing System Certifications:** None
- C. **Other:** None

**IV. New Business**

- A. **Retention Schedules:** None
- B. **Image Processing System Certifications:**
  1. **Gloucester County, Surrogate's Office** presented by Albin Wagner  
The applicant proposes certification of an imaging system for records of the Surrogate's Office. It was stated that the application met all standards and requirements for certification. Upon motion, seconded, the Committee unanimously approved certification of the applicant's image processing system. (Certification #057201mf)

**V. Other Business**

- A. **Check 21/Image Processing Certification Policy**

Albin Wagner presented the proposed Check 21/Image Processing Certification Policy (see attached proposal). Upon motion, seconded, the Committee unanimously approved accepting, on an interim basis, the policy for certifying agencies for bank imaging of cancelled checks, without the background portion of the document as presented by staff to the Committee. This acceptance is subject to a bona fide effort on the part of staff to develop a simplified form for "reaping agencies" and to explore alternate means to certify financial institutions or alternately, to develop state legislation to accept federal legislation on Check 21.
- B. **Amendment to State Records Committee meeting agenda.**

Upon motion, seconded, the Committee voted unanimously to place "PARIS Grants Program" on the Agenda under New Business after Image Processing Systems Certifications.
- C. **PARIS Grants**

Jennifer Petrino outlined actions proposed by the counties and approved by Karl J. Niederer on behalf of the State Records Committee, affecting their PARIS Grant contracts. Two proposals were brought before the Committee for individual attention and approval.

**Morris County**

Upon motion, seconded, the Committee voted to approve Morris County's proposal to make the records analyst a temporary position for two years pending needs assessment to determine the need for permanent staff. If a permanent Records Analyst is hired, they would be funded through PARIS grants at the 3 year level of 75%. The vote was four (4) yes and one (1) abstention (Hansen).

**Salem County**

Upon motion, seconded, the Committee voted to approve Salem County's proposal to allow \$13,780 from project 4 for a records inventory to be transferred to project 3, so that the inventory will be part of the county-wide needs assessment funded under project 3. The vote was four (4) yes and one (1) abstention (Hansen).

There being no further business, the meeting was adjourned at 11:10 am.

s/Keith W. Betten

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Keith W. Betten  
Secretary  
State Records Committee