



MINUTES
STATE RECORDS COMMITTEE
August 18, 2005

Karl J. Niederer, Secretary, called the 314th 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 was published in the state's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

ATTENDANCE:

SRC: Director, Division of Archives and Records Management, Karl J. Niederer, Secretary
State Auditor, Frederick Hansen, designee
Attorney General, John Turi, designee
State Treasurer, Michael Tyger, alternate designee

Staff: Beth Colosimo, Records Analyst II
Joseph Falca, Supervisor, Records and Forms Analysis
Daniel Noonan, Supervisor, Electronic Records Management
Vilirie D. Perry, Records Analyst I
Jennifer Petrino, Administrator, PARIS Grants Program
Joanne M. Seitter, Records Analyst II
Albin Wagner, Chief, Bureau of Records Management

Others: Rob Butcavage, Department of Human Services, Division of Youth and Family Services
Richard Teitelbaum, IBM
John Piatt, Peggy Lamaina, Atlantic County Clerk's Office
Judy Klim, Justin Beeden, Bordentown Sewage Authority

MINUTES:

I. Approval of previous SRC Meeting Minutes

Upon motion, seconded, the Committee voted unanimously to approve the minutes of June 16, 2005 meeting.

Upon motion, seconded, the Committee voted to approve the minutes of July 21, 2005 meeting with one change: reverse the order "C. Amendment to State Records Committee meeting agenda" to "B. Amendment to State Records Committee meeting agenda" and change "B. PARIS Grants Program" to "C. PARIS Grants Program" by a vote of three (3) yes, none (0) no, and one (1) abstaining (Niederer).

II. Administrative Actions

A. Announcement of Approval of Destruction Authorization:

Secretary Karl J. Niederer announced the approval of routine requests for disposal of public records #59-789 through #60-151.

B. Image Processing System Renewals/Administrative Amendments:

1. **Renewals:** None
2. **Amendments:** None

C. Other: Special Records Disposition

Secretary Karl J. Niederer announced that the New Jersey State Archives has de-accessioned records of the Disparity Study Commission that had been mistakenly transferred to the Archives.

III. Old Business

A. Retention Schedules: None

B. Image Processing System Certifications: None

C. Other: None

IV. New Business

A. Retention Schedules:

1. NJ Transit presented by Joanne Seitter
Administrative Support
 - a. **Capital Planning and Programs/Capital Funding S819020-003 (Amendment Form attached):** Approved without change.
 - b. **Policy, Technology and Customer Service/Radio System Planning and Policy S808821 (Amendment form attached):** Approved without change.
2. Department of State presented by Jennifer Petrino
Division of Archives and Records Management
Public Archives Records Infrastructure Support (PARIS) and Records DIRECT Grants Programs S740808-001: Approved without change.
3. Department of Transportation presented by Vilirie D. Perry
Division of Traffic Engineering and Safety
Data Development S785921-001: Approved without change.
4. Department of the Treasury presented by Joanne Seitter
Administration
Fiscal and Resources S820201-004 (Amendment form attached): Approved without change.

B. Image Processing System Certifications:

1. Department of Youth and Family Services presented by Daniel Noonan

The applicant proposes certification of an imaging system for closed case files. It was stated that the application met with all of the standards and requirements for certification. Microfilm back up will be created by DARM. Upon motion, seconded, the Committee unanimously approved certification of the applicant's image processing system. (Certification #05081801-MF).

2. Atlantic County Clerk's Office presented by Daniel Noonan

The applicant proposes certification of an imaging system for various records of the clerk. This is a new system that replaces Certification # 00121402. It was stated that the application met with all of the standards and requirements for certification. Upon motion, seconded, the Committee unanimously approved certification of the applicant's image processing system. (Certification #05081802-MF).

3. Bordentown Sewage Authority presented by Daniel Noonan

The applicant proposes certification of an imaging system for authority records. It was stated that the application met with all of the standards and requirements for certification. Microfilm back up will be created by DARM. Upon motion, seconded, the Committee unanimously approved certification of the applicant's image processing system. (Certification #05081803-MF)

C. PARIS Grants Program:

1. Morris County

Jennifer Petrino presented a request from Morris County to transfer funds from Project 3 (Electronic Document Management System) to Project 1 (Needs Assessment/Strategic Planning). Upon motion, seconded, the Committee voted to approve this transfer by a vote of three (3) yes, none (0) no, and one (1) abstaining (Hansen).

2. Contingency Releases and Approvals

Jennifer Petrino presented a status report of PARIS Grants Contingency Releases, Amendments, and Approvals as of August 18, 2005 (see attached).

V. Other Business

A. Executive Order #49

Secretary Niederer announced the signing of Executive Order #49 by Acting Governor Cody on August 5, 2005. This order will facilitate systematic improvements in the State's records management infrastructure, policies and practices; increase the speed of State records retrieval for the public as required under OPRA; and dramatically cut the State's costs for storing records. The Order will require all Executive Branch departments to participate in a program coordinated by the Division of Archives Management (DARM) in the Department of State.

B. Special Meeting of State Records Committee

Secretary Niederer called for a special meeting to discuss revising the public notice for the PARIS grant awards. The meeting will be held Wednesday, August 24, 2005, 3:30 pm at the State Records Storage Center.

C. State Commission of Investigation (SCI) Report

Secretary Niederer announced the findings of the SCI in a probe of lengthy wait times at county clerk's offices between the time of filing and recording of land records and the impact of increased filing fees. The PARIS Grants Program is designed to help remedy this problem.

There being no further business, the Committee adjourned at 11:30 am .

s/Karl J. Niederer

Karl J. Niederer
Secretary
State Records Committee