



MINUTES
STATE RECORDS COMMITTEE
October 20, 2005

Karl J. Niederer, Secretary, called the 318th meeting of the State Records Committee to order at 10:00 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
Director, Division of Local Government Services, Marc Pfeiffer, designee
Attorney General, Allan Nodes, alternate designee
State Treasurer, Michael Tyger, alternate designee

Staff: Joseph Falca, Supervisor, Records and Forms Analysis
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: Suzann Callinan, Cape May County
Monifa Banks-Harrison, Jim Damron, City of Trenton
Robert Citrino, Patrick Dophin, Large Doc Solutions
Anthony Gibson, Leslie Henderson, Treasury, Purchase and Property

MINUTES:

I. Approval of previous SRC Meeting Minutes

Upon motion, seconded, the Committee voted to approve the minutes of August 18, 2005 meeting by a vote of three (3) yes, none (0) no, and two (2) abstaining (Nodes, Pfeiffer).

Upon motion, seconded, the Committee voted to approve the minutes of August 24, 2005 meeting by a vote of three (3) yes, none (0) no, and two (2) abstaining (Hansen, Nodes).

Upon motion, seconded, the Committee voted to approve the minutes of September 18, 2005 meeting by a vote of four (4) yes, none (0) no, and one (1) abstaining (Hansen).

Upon motion, seconded, the Committee voted to approve the minutes of October 11, 2005 meeting by a vote of four (4) yes, none (0) no, and one (1) abstaining (Nodes).

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 #60-409 through #60-600.

B. Image Processing System Renewals/Administrative Amendments:

1. Renewals:

Secretary Karl J. Niederer announced the following public imaging systems renewals complete since the June 16, 2005 committee meeting.

Gloucester County Office of the County Clerk (0006)

New Jersey Motor Vehicle Commission Customer Operations and Support
Imaging System Center (02032101)

Ocean County Utilities Authority (04052002-NM)

Somerset County Board of Social Services (03111902-mf)

Sussex County County Clerk (03061902-mf)

Township of Howell Municipal Clerk (00092101)

2. Amendments: None

C. PARIS Report to the SRC and Grant Contingencies: None

III. Old Business

A. Retention Schedules: None

B. Image Processing System Certifications: None

C. Other: None

IV. New Business

A. Retention Schedules:

1. Local presented by Joanne Seitter

- a. **County and Municipal General Schedule M100000-905 – Schedule Amendment attached** – Approved without change.

2. Department of Military and Veterans Affairs presented by Joseph Falca

- a. **Fiscal, Information and Administrative Services Bureau S300400-004 - Schedule Amendment attached** – Approved with typographical corrections.

- b. **Administrative Services and Fiscal Information/ Records Management Center S300402-003- - Schedule Amendment attached** – Approved with typographical corrections.

3. **NJ Transit** presented by Joanne Seitter
 - a. **Division of Administrative Support, Ethics S805730-001** – Approved without change.
 - b. **Policy, Technology and Customer Service/Bus Service Planning/Bus Stops and Shelters S809000-003-- Schedule Amendment attached** – Approved without change.
 - c. **Policy, Technology and Customer Service/Innovative Service & Sales Programs S809030-001** – Withdrawn.
 - d. **New Rail Construction/Light Rail Operation -DBOM S818930-002 - Schedule Amendment attached** – Approved without change.

B. Image Processing System Certifications:

1. **Cape May County Surrogate's Office** presented by Albin Wagner
The applicant proposes certification of an imaging system for various records of the Surrogate's Office. It was stated that the application met with all of the standards and requirements for certification, including microfilm, except for the required targets. DARM staff is working with the Surrogate and Vince Scardino to ensure that microfilm is produced with the appropriate targets. This should not preclude certification. Upon motion, seconded, the Committee unanimously approved certification of the applicant's image processing system. (Certification #05102001-MF)
2. **Trenton Municipal, Department of Inspections** presented by Albin Wagner
The applicant proposes certification of an imaging system for various records of the Department of Inspections. 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 #05102002-MF)

C. PARIS Grants Program:

1. **Sussex County** presented by Jennifer Petrino
Sussex County requests a transfer of \$45,600 in funds from Project 7 (Backfile scanning of records) to Project 2 (Needs Assessment/Strategic Planning) to cover the additional costs of Project 2. Upon motion, seconded, the Committee voted to approve this transfer by a vote of four (4) yes, none (0) no, and one (1) abstaining (Hansen).
2. **Ocean County** presented by Jennifer Petrino
Ocean County requests a change to allow all of the funds (\$149,222) from Project 1 (Preservation Assessment and Conservation) to be utilized for a county wide needs assessment and strategic plan. The County is also asking that funding for Project 5 (Facility Study) be merged with the funds from Project 1 for the needs assessment. Any funds not used by the needs assessment will be used for conservation projects. Project 5 (Facility Study) is thought to be premature at this time and will be addressed in future grants. Upon motion, seconded, the Committee voted to approve this transfer by a vote of four (4) yes, none (0) no, and one (1) abstaining (Hansen).

D. Special Records Disposition

Joseph Falca presented a special request from the City of Newark for disposal of damaged records. Records stored in the top floor of the city storage facility were found with extensive mold and mildew damage and deemed unsalvageable. Upon motion, seconded, the Committee voted unanimously to approve the special disposition (see attachment).

Secretary Karl J. Niederer further recommended that the staff modify the Damaged Records Certification Form to request information on the cause of damage and what actions had been taken to insure the future safety of public records.

V. Other Business

A. Proposed Amendment NJAC 15:3-2, 4, 7, and 8.

Albin Wagner submitted for review proposed amendments to NJAC 15:3-2, 4, 7, and 8 for action at the next Committee meeting.

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

s/Karl J. Niederer

Karl J. Niederer
Secretary
State Records Committee