

(c) P.L. 1994, c.140, which amends Section 12 of P.L. 1953, c.410 (N.J.S.A. 47:3-26) and other sections of the New Jersey Statutes, mandates the Division of Archives and Records Management in the Department of State, with the approval of the State Records Committee, to formulate "standards, procedures and rules for photographing, microphotographing, microfilming, data processing and image processing of public records for the preservation, examination and use of such records, including indexing and arrangement thereof" to allow the use of the same for keeping public records. Such standards and procedures promulgated in N.J.A.C. 15:3-4, effective May 5, 1997, include the requirement under N.J.A.C. 15:3-4.4(e) for security copies of public records on optical disks or other media to be stored in secure and suitable facilities according to record storage rules promulgated by the State Records Committee.

(d) Furthermore, the rules define standards, procedures and guidelines for storage of public records pursuant to P.L. 1920, c.309, § 3(10), (N.J.S.A. 40:48-6), which requires the governing body of municipalities to provide a vault or other place or places for safe-keeping of books, valuable records, documents and papers affording equal or greater security against fire and theft and other statutory requirements for safe-keeping of records by public agencies.

15:3-6.2 Definitions

The words and terms used in this subchapter shall have the standard meaning as established in the Technological Report for Information and Image Management—Glossary of Imaging Technology (ANSI/AIIM TR2-1992), Glossary of Records Management Terms—A Guideline (ARMA A4542), and A Glossary for Archivists, Manuscript Curators, and Records Managers (SAA PC103), each as amended and supplemented and incorporated herein by reference, except as may be otherwise defined in state statutes, including:

"Agency" or "agencies" means any board, body, department, commission, or office of an official of the state, or any political subdivision thereof, or any public board, body, commission or authority created pursuant to law.

"AIIM" means the Association for Information and Image Management, a standards-setting body affiliated with the American National Standards Institute (ANSI), which is the principal developer of standards for microforms and information storage technologies involving images, such as optical disks and scanners. The address of the Association for the purpose of ordering publications is as follows:

Association for Information and Image Management
AIIM Publication Sales
1100 Wayne Avenue, Suite 1100
Silver Spring, MD 20910-5603
Telephone: (301) 587-8202
Fax: (301) 587-2711

"ANSI" means the American National Standards Institute, a private national standards organization in the United States, which coordinates the development and maintenance of various industry standards. ANSI serves as the United States representative to the International Organization for Standardization (ISO). The address of the Institute is as follows:

American National Standards Institute
11 West 42nd Street, 13th Floor
New York, NY 10036
Telephone: (212) 642-4900
Fax: (212) 302-1286 (orders only)

"Archival film" means a photographic film that when stored under archival storage conditions is suitable for preservation of records having permanent value, providing the original images are of suitable quality. Films suitable for archival records are described in ANSI PH1.28-1984 and ANSI PH1.41-1984 as amended and supplemented.

"Archival storage conditions" means those controlled conditions that are suitable for preservation of records having permanent or long-term legal, administrative or historical value and which will prolong the useful life of any type or form of record media.

"ARMA" means the Association of Records Managers and Administrators International, which is the principal records and information management association in the United States and Canada, and one of the organizations accredited by the American National Standards Institute (ANSI) to develop records management standards. The address of the Association is as follows:

Association of Records Managers and Administrators
International
4200 Somerset Drive, Suite 215
Prairie Village, KS 66208
Telephone: (800) 422-2762
Fax: (913) 341-3742

"ASCII" means American Standard Code for Information Interchange, a binary code used as a common denominator between incompatible formats, since most applications can export and import ASCII files.

"ASTM" means American Society for Testing and Materials, a developer and provider of voluntary consensus standards which has developed and published technical standards for reliability of materials, products, systems and services used by industries worldwide. The address of the Association is as follows:

American Society for Testing and Materials
100 Barr Harbor Drive
West Conshohocken, PA 19428-2959
Telephone: (610) 832-9585
Fax: (610) 832-9555

“Celsius” means a temperature scale, also known as the Centigrade scale, divided into 100 degrees, in which 0 degrees represents the freezing point and 100 degrees represents the evaporating point of water. Celsius is now the preferred term in technical use.

“CFR” means the Code of Federal Regulations. The Code of Federal Regulations is a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal government. It is the official compilation of Federal regulations of general applicability and legal effect, arranged in subject order, published by the National Archives and Records Administration (NARA).

“DARM” means the Division of Archives and Records Management in the Department of State.

“Division of Archives and Records Management” or “Division” means the Division of Archives and Records Management (DARM) in the Department of State established pursuant to the Governor’s Reorganization Plan filed April 29, 1983; furthermore, pursuant to P.L. 1994, c.140 (N.J.S.A. 47:1-75), whenever in any law, rule, regulation, order, contract, document, judicial or administrative proceeding, reference is made to the “Public Records Office” or “Bureau of Archives and History” or “Bureau” in the Department of Education, or the administrator thereof, the same shall be considered to mean and refer to the Division of Archives and Records Management in the Department of State. The address of the Division is as follows:

Department of State
Division of Archives and Records Management
PO Box 307
Trenton, NJ 08625-0307
Telephone: (609) 530-3200
Fax: (609) 530-6121

“DoD” means Department of Defense, a cabinet-level agency of the United States government, which establishes standards for use in automated information systems for the department’s functional community. The copies of DoD standards cited in this subchapter are available from:

Department of Defense
Defense Technical Information Center (DTIC)
8725 John J. Kingman Road, Suite 0944
Fort Belvoir, VA 22060-6218
Telephone: (800) 225-3842

“EBCDIC” means Extended Binary Coded Decimal Interchange Code, a data code used in IBM mainframes and other midrange computers that stores one alphanumeric character or two decimal digits within a byte.

“Film enclosure” means any item in close or direct contact with photographic film or microfilm, such as reels, cores, spools, cassettes, magazines, cans, canisters, folder, envelopes, cartons, sleeves or aperture cards, used to house, store or protect the such film.

“FIPS” means Federal Information Processing Standard. The National Institute of Standards and Technology, the principle standards agency for the Federal government, oversees the development of Federal Information Processing Standards (FIPS). Copies of the FIPS standards cited in this subchapter are available from:

National Technical Information Service (NTIS)
U.S. Department of Commerce
Springfield, VA 22161
Telephone: (703) 487-4650

“Fire-protective storage facilities” means storage facilities designed to protect records against excessive temperatures, water and other fire-fighting agents, steam or other gases produced by burning insulation and other building materials, and collapsing structures.

“Fire-resistive vaults” means vaults as defined in ANSI/NFPA 232-1980.

“IEC” means the International Electrotechnical Commission, the international standards and conformity assessment body for all fields of electrotechnology. National members of the IEC are the primary agents of IEC standards and other publications, which, in the United States is the American National Standards Institute (ANSI).

“IEEE” means the Institute of Electrical and Electronic Engineers, the world’s largest technical professional organization, which establishes standards in the fields of electrical, electronics and computer engineering. The address of the Institute for the purpose of ordering publications is as follows:

Institute of Electrical and Electronic Engineers
IEEE Computer Society Press
Customer Service Center
10662 Los Vaqueros Circle
PO Box 3014
Los Alamitos, CA 90720-1314
Telephone: (800) CS-BOOKS
Fax: (714) 821-4641

“IES” means the Institute of Environmental Sciences, a professional society of engineers, scientists and educators from industry and academic institutions in the environmental sciences. The address of the Institute is as follows:

Institute of Environmental Sciences
940 East Northwest Highway
Mt. Prospect, IL 60056
Telephone: (847) 255-1561

“Insulated record containers” means insulated record storage containers (Class 150) as defined in ANSI/UL 72-1983. Tests for Fire Resistance of Record Protection Equipment.

“ISO” means the International Organization for Standardization, which coordinates national standards bodies worldwide. The address of the Organization is as follows:

International Organization for Standardization
Central Secretariat
1, rue de Varembe
Case postale 56
CH-1211 Geneve 20
Switzerland
Telephone: 41 22 749 01 11
Fax: 41 22 733 34 30

“Long-term storage” means storage conditions that are suitable for ensuring a minimum useful life of a record or series of records required by a Federal or State statute or regulation, or by a retention schedule approved by the State Records Committee per P.L. 1953, c.410 (N.J.S.A. 47:3-20 et seq.) to be retained by the originating agency for 10 or more years after creation, filing, or completion.

“Low temperature storage” means storage of records at temperatures below ambient temperature, such as refrigeration temperature (1.7 to 7.2 degrees Celsius/35 to 45 degrees Fahrenheit), special installations (1.7 to 18.3 degrees Celsius/35 to 65 degrees Fahrenheit), or deep freeze temperature (-17.8 degrees Celsius/0 degrees Fahrenheit).

“Medium-term storage conditions” means storage conditions that are suitable for ensuring a minimum useful life of a semicurrent record or series of records as required by a Federal or State statute or regulation or a retention schedule approved by the State Records Committee per P.L. 1953, c.410 (N.J.S.A. 47:3-20 et seq.) to be retained by the originating agency for more than three years but less than 10 years after creation, filing, or completion.

“NAPM” means National Association of Photographic Manufacturers, a trade and technical information organization of photographic products manufacturers and suppliers, develops standards for the fields of photography and optics. NAPM serves as the standards secretariat and developer for ANSI/NAPM IT (Imaging Technology) committees, ISO

TC42-Photography, and ISO TC172-Optics and Optical Instruments. The address of the Association is as follows:

National Association of Photographic Manufacturers
550 Mamaroneck Avenue
Harrison, NY 10528
Telephone: (914) 698-7603
Fax: (914) 698-7609

“NARA” means National Archives and Records Administration, formerly the National Archives and Records Service (NARS), which is the government agency responsible for the public records and archival programs of the United States, including publication of the Federal Register and the Code of Federal Regulations (CFR). The address of the Administration is:

National Archives and Records Administration
700 Pennsylvania Avenue NW
Washington, DC 20408-0001
Telephone: (800) 234-8861 (publications)
Fax: (202) 501-7170

“NBS” means National Bureau of Standards, now named the National Institute of Standards and Technology (NARA).

“NEDCC” means Northeast Document Conservation Center. The address of the Center is as follows:

Northeast Document Conservation Center
100 Brickstone Square
Andover, MA 01810-1494
Telephone: (508) 470-1010
Fax: (508) 475-6021

“NFPA” means National Fire Protection Association, an international nonprofit organization producing scientifically-based consensus codes and standards, research, and education programs for fire and related safety issues. The address of the Association is as follows:

National Fire Protection Association
1 Batterymarch Park
Quincy, MA 02269-9101
Telephone: (617) 770-3000
Fax: (617) 770-0700

“NISO” means the National Information Standards Organization, which is the principal United States organization for the development of library, archival and information management standards. Its members include the Society of American Archivists (SAA), National Archives and Records Administration (NARA), American Library Association (ALA), and the Association for Information and Image Management (AIIM). Copies of the NISO standards cited in this subchapter are available from:

National Information Standards Organization
NISO Press Fulfillment
PO Box 338
Oxon Hill, MD 20750-0338
Telephone: (800) 282-NISO or (800) 282-6476
Fax: (301) 567-9553

“NIST” means the National Institute of Standards and Technology (formerly named the National Bureau of Standards), the principal standards agency within the United States government. The National Institute of Standards and Technology oversees the development of Federal information processing standards and conducts related studies for other Federal agencies. Copies of the NIST standards cited in this subchapter are available from:

National Technical Information Service (NTIS)
U.S. Department of Commerce
Springfield, VA 22161
Telephone: (703) 487-4650

“NML” means the National Media Laboratory, an industry consulting group supporting U.S. government evaluation, development, and deployment of advanced storage media systems. The Laboratory’s address for publication is:

National Media Laboratory
Publications and Technology Transfer
Bldg. 235-3A-20
St. Paul, MN 55144-1000
Telephone: (612) 736-4969

“Permanence” means the capacity to retain properties such as strength and color over extended periods of time, as influenced by internal factors (for example, chemical composition) and external conditions (for example, light, temperature, relative humidity, and atmospheric contaminants). The current trend is to substitute the term “life expectancy” for “permanence.”

“Public record” or “records” means any and all records of a State or local agency, as defined in P.L. 1953, c.410 (N.J.S.A. 47:3-16) as amended.

“Records storage facility” means a records center or other facility maintained and administered for the storage, maintenance, and reference use of public records pending their ultimate disposition.

“Relative humidity” means the ratio of the quantity of water vapor in the atmosphere to the quantity of water vapor which would saturate the atmosphere at the existing temperature. Also, the ratio of the pressure of water vapor present in the atmosphere to the pressure of water vapor required to saturate the air at the existing temperature.

“SAA” means the Society of American Archivists, the oldest and largest organization for archives and archivists in North America. The Society establishes standards and guidelines for the identification, preservation and use of records of historical value. The Society’s address is as follows:

Society of American Archivists
600 S. Federal, Suite 504
Chicago, IL 60605
Telephone: (312) 922-0140
Fax: (312) 347-1452

“State Records Committee” or the “Committee” means the State Records Committee established pursuant to P.L. 1953, c.410 (N.J.S.A. 47:3-20 et al.), which consists of the State Treasurer, Attorney General, State Auditor, and the Directors of the Division of Local Government Services of the Department of Community Affairs and the Division of Archives and Records Management of the Department of State, or their designees. The address of the State Records Committee is as follows:

State Records Committee
PO Box 307
Trenton, NJ 08625-0307
Telephone: (609) 530-3200
Fax: (609) 530-6121

“Storage housing” means a physical structure supporting containers enclosing or holding records media and may consist of racks, shelves, drawers or cabinets.

“Tuple” means a data object containing two or more components. The components of a tuple may be of different types whereas all elements of a list have the same type.

“UL” means Underwriters Laboratory, Inc., a provider of product safety certification and quality system registration services. The address of the Laboratory is as follows:

Underwriters Laboratory, Inc.
333 Pfingsten Road
Northbrook, IL 60062
Telephone: (847) 272-8800

15:3-6.3 Record storage facility

(a) P.L. 1953, c.410, § 16 (N.J.S.A. 47:3-30) as amended, effective Sept. 18, 1953, mandates the Division of Archives and Records Management in the Department of State with the approval of the State Records Committees as established by P.L. 1953, c.410, § 6 (N.J.S.A. 47:3-20) to “make and promulgate rules and regulations for the effective administration of the laws relating to public records.” Furthermore, N.J.A.C. 15:3-4.4(e) promulgated under P.L. 1994, c.140, § 4 (N.J.S.A. 47:3-26 as amended) requires the State Records Committee to promulgate rules for secure and suitable facilities for the storage of public records.