

Public Records Management & Imaging Certification in the Era of OPRA

A joint presentation by the State of New Jersey's Division of Archives & Records Management and NJIT's Center for Information Age Technology, presented for The New Jersey State League of Municipalities

**September 3rd, 2003: PNC Arts Center Holmdel *or* September 5th, 2003, Holiday Inn, Cherry Hill
(Registration at 8:30a.m., Program 9a.m. – 1p.m.)**

For information on Records Management or Imaging Certification, or for a free Document Imaging survey, contact Ernie Muro of CIAT at (973) 596-3174, or <http://www.ciat.njit.edu>

To register, contact the League of Municipalities: <http://www.njslom.org/cal090303.html> or 609-695-3481

Program Details

- 9:00 Introduction: Dan Noonan, NJDARM**
- 9:15 Recap of Records Management Basics: Joe Falca, NJDARM**
A discussion of: Files Management, Forms Management Vital Records Management, Records Storage, Disaster Prevention & Recovery, Disposal of records, and the State Records Committee.
- 9:45 OPRA & Records Management: Dan Noonan, NJDARM**
A recap of OPRA basics and the impact on public records management.
- 10:00 Public Records Image Processing System Certification: Dan Noonan, NJDARM**
A discussion of the origins of the certification of public records imaging systems including Public Law 1994, Chapter 140 and the pertinent New Jersey Administrative Code. Criteria for certification will be reviewed, guidelines for implementation of an image processing system will be presented, and examples of systems will be discussed.
- 11:00 Break**
- 11:15 Project Management for Public Records Image Process System: Ernie Muro, NJIT/CIAT**
A discussion of the phases of project management for implementing and certifying a public records image processing system, including: assessment & recommendations, integration process review and analysis, implementation requirements, and ser requirements.
- 11:45 Case Studies: Denise Szabo, Bernards Township
Lee Horner, Montgomery Township**
A discussion by representatives of two municipalities of their experiences, from the administrative and IT perspectives, in achieving certification for their image processing systems.
- 12:30 The Future is Here Now: Electronic Records Management: Dan Noonan, NJDARM**
A brief discussion of electronic records management in its current & future roles including email retention, electronic signatures, and the management and archiving of "born digital" records.