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10 Things You Need To Know About NJDARM/SRC Certification

1. The Division of Archives and Records Management holds in trust the public records of New Jersey which is one of the oldest and most vital functions of government. The division has statutory authority to ensure the security, integrity, and efficiency of record-keeping by state and local public agencies, and to preserve the rich documentary heritage of New Jersey and its people.
2. Public records can be replaced by digital images (P.L. 1994, C140) so long as the images are produced by an Image Processing system that has been reviewed by Division of Archives and Records Management (DARM) and certified by the State Records Committee (SRC).
3. The agency itself must get certified, not the vendor.
4. During certification, the agency, the service bureau (if the agency uses one) and the system are all evaluated.
5. To be certified an agency must have a data migration plan, a disaster recovery plan, records management plan, and quality control procedures.
6. Certification includes an on-site review of the agency during which time NJDARM provides feedback on your application and they also review the imaging processing system and the ancillary processes which ensure the preservation of public records.
7. A representative from the agency must appear before SRC for certification.
8. Imaging systems must meet standards on file format, resolution and quality control.
9. NJDARM and SRC document imaging and micrographics standards are based on standards from the Association for Information and Image Management (AIIM), 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.
10. Preference is given to image processing systems that store the index entries related to an image, including the creation or scanning date, with the image.