

Association of Environmental Authorities of NJ -
Utilities Management Conference 2025

Records & Information
Management

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Department of the Treasury
Division of Revenue and Enterprise Services
Records Management Services
2025

Disclaimer: The content of this presentation is designed for educational and informational purposes only.

Why should we be concerned?

Compliance

Audit & Program Review

Cost Effective

Valuable Asset

Legacy Information

It's the Law

- NJ Public Records Law:
- Open Public Records Act (OPRA):
- Globalism - International, Federal & State:
- Litigation & e-Discovery Support
- Data Privacy, Compliance & Security Laws

NJ Public Agencies' Responsibilities

Promote Seamless & Efficient Government

Foster a Government Agency's Trust & Reputation

Verify the Data Fabric – Range of Data From Paper to Electronic

Monitor Data Security

Ensure Regulatory Compliance

International, Federal, State, County & Municipal

Atlantic City MUA
Atlantic County UA
Bayshore Regional SA
Bergen County UA
Berkeley Township MUA
Berkeley Township SA
Borough of Buena MUA
Bordentown SA
Brick Township MUA
Camden County MUA
Cape May County MUA
Carneys Point SA
Cinnaminson SA
City of Asbury Park
City of Newark Water & Sewer
Cumberland County UA
Delran Township Sewer Utility
East Windsor MUA
Eatontown SA
Evesham MUA
Ewing-Lawrence SA
Florham Park Sewer Utility
Franklin Township SA
Gloucester County UA
Hackettstown MUA
Hamilton Township DWPC
Hamilton Township MUA
Hanover SA
Hillsborough MUA
Hudson County IA
Jackson Township MUA
Jersey City Water & Sewerage
Joint Meeting Essex & Union Counties
Lakewood Township MUA
Lambertville MUA
Landis SA

Linden Roselle SA
Logan Township MUA
Long Branch SA
Lower Township MUA
Madison-Chatham Joint Meeting
Manasquan River RSA
Mantua Township MUA
Mendham Borough
Middlesex County UA
Middletown Township SA
Monmouth County Bayshore OA
Monroe Township Utility Department
Montville Township Water and Sewer Utilities
Morris County MUA
Mount Holly MUA
Mount Laurel Township MUA
Musconetcong SA
Township of Neptune SA
North Bergen MUA
Northwest Bergen County UA
Ocean County UA
Ocean Township SA
Old Bridge MUA
Twp. of Parsippany Troy Hills
Passaic Valley SC
Passaic Valley WC
Pequannock River Basin RSA
Pine Hill MUA
Plainfield Area RSA
Pompton Lakes MUA
Rahway Valley SA
Raritan Township MUA
Readington-Lebanon SA
Rockaway Valley RSA
Secaucus MUA
Somerset Raritan Valley SA

Southeast Morris County MUA
South Monmouth RSA
Stony Brook RSA
Sussex County MUA
Toms River MUA
Township of Stafford
Two Bridges SA
Two Rivers Water Reclamation
Authority
Warren Township
Washington Township MUA (Mor)
Township of Wayne Mt. View/W.P.C.P.
Western Monmouth UA
Willingboro MUA



New Jersey Public Records Laws

Public Record defined...

Records Management Services

NJSA 47: 3-16, Destruction of Public Records Act: Defines a Public Record as “Information, regardless of its medium (hardcopy, microform, digital, electronic & Internet-based) that is created, received, maintained and distributed by a public agency receiving tax payer dollars and serves as Evidence of the Transactions of its Normal Course of Business.”

Government Records Council

NJSA 47:1A-1.1., OPRA: Defines a Government Record as “All records that are made, maintained, kept on file, or received in the course of official business.”

"Public" Can Have Two (2) Meanings

Ownership: A record is Public when it is evidence of the normal course of business of a Public Agency which receives a substantial contribution of tax dollars to conduct its activities.

Access: The *Open Public Records Act (OPRA)* NJSA 47:1A, provides that public records must be accessible. However, because of issues of Privacy, Confidentiality & Security, an agency may restrict access to records:

- OPRA Requests
- Common Law Requests
- Discovery Requests
- Administrative Requests
- Informal Requests
- Subpoenas, Court Orders, etc.

Public Records: Retention & Disposition

Records Retention

NJSA 47

Records Management Services (RMS)

Statutorily-entrusted with the creation of *Records Retention Schedules* and authorizing *Request and Authorization for Records Disposals* for Expired Public Records.

Records Retention Schedules

Records Retention Schedules must be created for the records maintained by all NJ Public Agencies, denoting the Minimum Legal and Fiscal time periods the records must be retained.

Records Disposition

NJSA 47

NJ Public Agencies must obtain **prior authorization** from DORES-RMS to legally dispose of their expired Public Records through the online submission of a “***Request and Authorization for Records Disposal***”

These requests are **Permanently** stored in Artemis for access in the event of:

- OPRA Request
- Litigation
- Audit

Upon authorization, it is advantageous to expediently dispose of the public records as they are Discoverable if in your Physical Custody.

Image Processing Certification


 State of New Jersey
Division of Revenue and Enterprise Services (DORES)
Records Management Services - RMS

IMAGE PROCESSING SYSTEM REGISTRATION APPLICATION
(N.J.A.C. 15:3-5et seq.) BEFORE completing this application, please read the [Instructions](#).

AGENCY NAME: _____

This is an application for:

- In-house Imaging System
- Service Bureau Imaging
- Special Document Imaging Services (DORES services)

APPLICATION PACKAGE CHECKLIST (PLEASE INCLUDE ALL THAT APPLY IN YOUR PACKAGE)

<input type="checkbox"/> Review Form	<input type="checkbox"/> Imaged Records Series List
<input type="checkbox"/> Feasibility Study and or RFP/RFI/RFB (if applicable)	<input type="checkbox"/> Microfilm Inspection Report (if applicable)
<input type="checkbox"/> Data Migration Report (replacement systems)	<input type="checkbox"/> Data Migration Statement (all applications)

Registration No. «Certification_»

**STATE OF NEW JERSEY
STATE RECORDS COMMITTEE**

**PUBLIC RECORDS IMAGE PROCESSING SYSTEM
CERTIFICATE OF REGISTRATION**



Assistant Director
Division of Revenue and Enterprise Services-RMS
«Certification_Date»

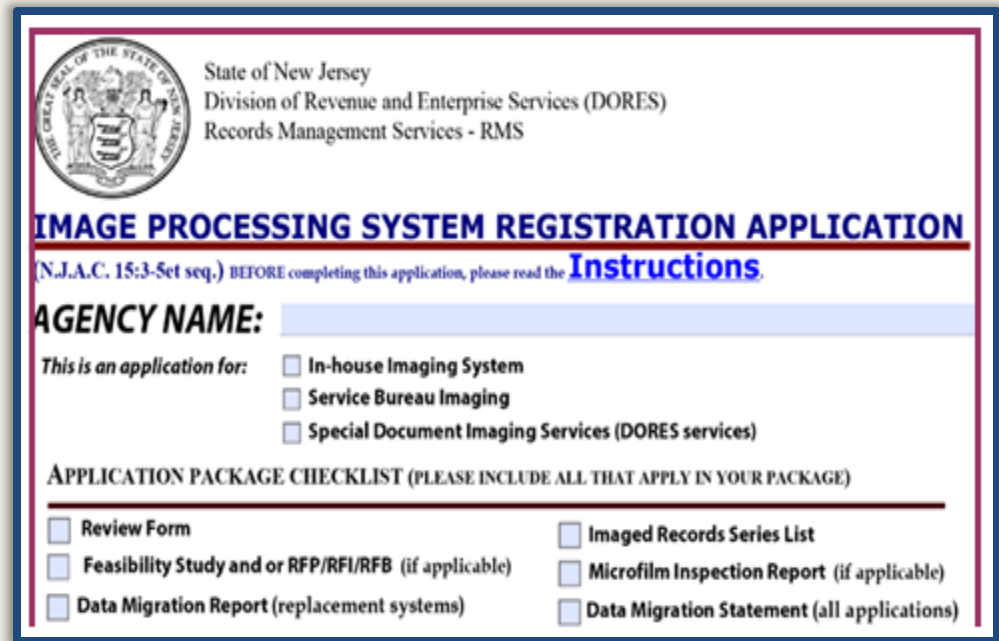
Image Processing System Registration Application

PL 1994, c. 140, allows for the replacement of hardcopy public records with digital and microform images (e.g., Optical Disk & Microfilm).

The State Records Committee and Records Management Services issues Initial and Annual Imaging System Certifications to an Agency for an in-house or outsourced, **Non-Proprietary** imaging application.

Image Processing System Initial Registration Application Required Documents

- Scanning Policy and Procedures
- Disaster Prevention and Recovery
- Data Migration Path
- Feasibility Study
- RFP/RFI/RFB
- Vendor Information
- Imaged Records Series List
- Proof of Public Notice



The image shows a registration application form for the State of New Jersey. At the top left is the state seal. To the right of the seal, the text reads: "State of New Jersey", "Division of Revenue and Enterprise Services (DORES)", and "Records Management Services - RMS". Below this is the title "IMAGE PROCESSING SYSTEM REGISTRATION APPLICATION" in bold blue letters. Underneath the title is a note: "(N.J.A.C. 15:3-5et seq.) BEFORE completing this application, please read the [Instructions](#)." The form then asks for the "AGENCY NAME:" followed by a light blue input box. Below that, it asks "This is an application for:" with three radio button options: "In-house Imaging System", "Service Bureau Imaging", and "Special Document Imaging Services (DORES services)". The next section is titled "APPLICATION PACKAGE CHECKLIST (PLEASE INCLUDE ALL THAT APPLY IN YOUR PACKAGE)" and contains six items, each with a checkbox: "Review Form", "Feasibility Study and or RFP/RFI/RFB (if applicable)", "Data Migration Report (replacement systems)", "Imaged Records Series List", "Microfilm Inspection Report (if applicable)", and "Data Migration Statement (all applications)".

Image Processing System Certificate of Registration

Registration No. 22110901-MP

STATE OF NEW JERSEY STATE RECORDS COMMITTEE

PUBLIC RECORDS IMAGE PROCESSING SYSTEM CERTIFICATE OF REGISTRATION

This certifies that Records
Management Services
has determined that the public records image processing system
submitted pursuant to P.L.1994, c.140 by the

Township of _____

is in compliance with all specifications and standards as set forth in
N.J.A.C. 15:3-4, Image Processing of Public Records
and has met the requirements for registration set forth in
N.J.A.C. 15:3-5, Registration of Image Processing Systems
and has therefore authorized the issuance of this
Registration of Compliance.

This registration has a migration path component,
Therefore it is understood that the aforementioned agency
may destroy all short term, long term and non-historical permanent
original records after image processing.

Division of Revenue and Enterprise Services-RMS

09 November 2022

Image Processing System Certification Letter



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
P. O. BOX 661
TRENTON, NEW JERSEY 08625-0661

PHILIP D. MURPHY
Governor

ELIZABETH MAHER MUDIO
State Treasurer

SHEILA Y. OLIVER
Lt. Governor

JAMES J. FRUSCIONE
Director

9 November 2022

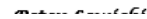
Tom Strogan
City of Brigantine
1417 West Brigantine Avenue
Brigantine, New Jersey 08203

Dear Tom Strogan:

This is to verify that the public records image processing system for the City of Brigantine was registered by the Records Management Services (RMS) on 09 November 2022, Registration Number 22110905-MP and is in compliance with the standards, procedures and guidelines adopted under N.J.A.C. 15:3-4, *Image Processing for Public Records*. This registration should be retained permanently by your agency, and a copy of it should accompany any future disposal requests for destruction of original records maintained on this system, pursuant to N.J.S.A. 47:3-17. Your agency must submit appropriate documentation to request destruction of the imaged records at such time as the record's lifecycle has expired.

Your system will be due for an annual review and renewal of registration per N.J.A.C. 15:3-5.6 on 1 October 2023.

Sincerely,



DIVISION OF REVENUE AND ENTERPRISE SERVICES-RMS

cc: file

Image Processing System Certification Annual Renewal/Amendment Application

For ongoing compliance, documents required for obtaining an Annual Renewal Imaging Certification from the State Records Committee and Records Management Services include:

Annual Review/Amendment Documents

- Imaging Application Renewal
- Data Migration Path
- Imaged Records Series List

Imaging Registration
Annual Review / Amendment Form

Mailing: PO Box 661, Trenton, NJ 08625-0661
Location: 33 W. State St. 5th Floor Trenton, NJ 08625
609-292-8711

ANNUAL REVIEW AMENDMENT ANNUAL REVIEW AND AMENDMENT

AGENCY NAME :
CERTIFICATE #:

Primary Contact Name:
Address:

Phone/fax/email:

Image Processing System Certification Annual/Amendment Renewal Letter



State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND
ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
P.O. BOX 661
TRENTON, NJ 08625-0661

PHILIP D. MURPHY
Governor
SHEILA Y. OLIVER
Lt. Governor

ELIZABETH MAHER MUOIO
State Treasurer

JAMES A. FRUSCIONE
Director

21 June 2022

[Name] _____
NJ Department of Transportation
1305 Parkway Avenue
Ewing NJ 08625

Dear [Name] _____

This is to verify that the annual renewal/amendment for the registered Public Records Image Processing System (#01092001) for public records of NJ Department of Transportation has been determined by the staff of the Department of Treasury Division of Revenue and Enterprise Services, Records Management Services to be in compliance with the standards, procedures and guidelines adopted under *N.J.A.C. 15:3-4, Image Processing for Public Records*.

The destruction of original records must adhere to the procedures mandated by State Statutes per *N.J.S.A. 47:3-15 to 30*, including the submission of a "Request and Authorization for Records Disposal" form accompanied by a copy of the "Certificate of Registration."

Regulations allow an agency to choose their annual review date from the following dates, January 1, April 1, July 1 and October 1. We have temporally assigned you a new date. *Your next annual review will be due, July 1, 2023*. If you would rather have one of the other dates, please let us know as soon as possible.

Respectfully,

Liz Hartmann

Liz Hartmann

Image Processing System Guidelines

When Contracting a Vendor

1. Ensure it is understood that hardcopy & imaged records are **Public Records** and **belong to the Public Agency**.
2. Ensure that the stored records are classified in accordance with their records retention schedules.
3. Require security controls to prevent unauthorized records access, manipulation, defacement or destruction.
4. Be aware of storage and backup locations restrictions.
5. Prohibit the Vendor from destroying or image records unless the agency specifically directs the action.
6. Require the Vendor to document changes in their format/programming that may affect records access.
7. Specify records transfer requirements for contract-exit processes.
8. **Ensure records are retrievable and accessible in response to OPRA Requests, Audits, Subpoenas, Investigations, e-Discovery, Litigation Holds and Litigation.**

Audit:

Federal, State, Local, In-House & Private

Objective - Transparency in Records Governance & Management

Penalties - Unlawful & Deliberate Alteration, Destruction or Falsifying of Records

Retention & Disposition: Electronic, Digital, Hardcopy & Cloud Storage

Security – Prevent Data Breaches:

- Access Restrictions
- Data Backup
- Change Management

Litigation Hold Order

Litigation Hold Order

As Public Servants, we have an obligation to preserve the Public Records in our custody – regardless of their medium. In the event of an OPRA Request or potential Litigation, a *Litigation Hold Order* must be issued and all **relevant Hardcopy, Digital and Electronic Information** should be immediately segregated and stored.

- Attention must be given to e-mail, because their automated processes may have a function that routinely deletes e-mail if no action is taken. To avoid this, relevant e-mails should be placed in a separate folder.
- A *Notice of Acknowledgement* should be distributed to the specific agencies indicating that they have been notified of the *Litigation Hold Order*.
- The *Acknowledgement of Receipt* is to be signed and returned to the sender within five (5) days and **immediate** action should be taken in accordance with the **directives to segregate the associated records.**

Litigation Hold Order

For Discussion Purposes Only

Consult With Legal Advisors When Dealing With Litigation Hold Orders

SAMPLE

<date>

TO: <individual and/or custodian>

FROM: <issuing office>

SUBJECT: <subject or nature of the matter>

Please be advised that you are required to immediately preserve all documents and electronic data related to the above-noted matter. Your failure to do so could result in significant penalties.

<Agency> has received the above-captioned complaint and a copy is attached. We have identified you as a <custodian or individual> who may have potentially relevant paper records (e. g. memoranda, letters, pictures) or electronically stored information (e. g. e-mails, other electronic communications such as word processing documents, spreadsheets, databases, calendars, telephone logs, Internet usage files and network access information) or authority over such records.

You must immediately take every reasonable step to preserve this information until further notice.

Your failure to do so could result in significant penalties against us.

Acknowledgement of Receipt

For Discussion Purposes Only

Consult With Legal Advisors When Dealing With Litigation Hold Orders

SAMPLE

RE: <subject or matter>

I, <individual or custodian>, acknowledge that I have received the <date of notice> notice regarding the above-captioned matter from <representative> advising me of my obligation to conduct a reasonable search for any documents, whether stored in hard copy or electronically, that may be relevant to the matter and to take reasonable steps to ensure the preservation of those documents.

I understand the instructions contained in the memorandum.

Signature

Name

Date

Note: If you do not understand the instructions, prior to completing this acknowledgement, you should contact <representative> at <____>-<____-____> with any questions you may have regarding either 1) what documents might be relevant to the above matter or 2) what actions you are reasonably expected to take in order to conduct a reasonable search for and preserve any documents, whether stored in hard copy or electronically, that may be relevant to the above matter.

The Cloud

The Cloud

Due to the nature of virtual cloud storage, Records and Information Management professionals should work across disciplinary lines to ensure precautions are taken when dealing with data in the Cloud:

- **Auditors**
- **Procurement Professionals**
- **Legal Advisors**
- **Information Technology Staff**
- **Information/Internal Security Staff**
- **Agency Managers**
- **Records Management Liaisons**
- **Risk Management Professionals**

When Storing in the Cloud

1. Ensure it is understood that hardcopy & imaged records are **Public Records** and **belong to the Public Agency**.
2. Ensure that the stored records are classified in accordance with their records retention schedules.
3. Require security controls to prevent unauthorized records access, manipulation, defacement or destruction.
4. Be aware of storage and backup locations restrictions.
5. Prohibit the Vendor from destroying or image records unless the agency specifically directs the action.
6. Require the Vendor to document changes in their format/programming that may affect records access.
7. Specify records transfer requirements for contract-exit processes.
8. **Ensure records are retrievable and accessible in response to OPRA Requests, Audits, Subpoenas, Investigations, e-Discovery, Litigation Holds and Litigation.**

Email & Electronic Communication

Email & Electronic Communication

Are Public Records, which includes content, metadata, and attachments
(Email, Blogs, Wikis, Podcasts, Social Media, Posts, Text, Chats).

The same Records Retention, Disposition, Access, Intellectual Property, Legal Rules of Evidence and e-Discovery concerns apply to Email and Electronic Communications.

Remember...

Email and Electronic Communication are:

- Public Records
- Accessed under OPRA
- Accessed under an Audit
- Discoverable
- May *not* be destroyed without prior authorization from DORES-RMS.

Email and Electronic Communication Management

- Adopt policies for Email and Internet usage with ongoing Agency-wide training.
- In general a **7-year retention period** is regarded for the Retention and Disposition of Email. This applies to hardcopy, email (tracking, indexing and archiving software) and Electronic Business Records, Audit and Review documents, Memos, Correspondence, Financial Statements, etc.
- The Email System should have Security Controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction.
- The Email System should have provisions for the administration of **Litigation Holds** and **Compliance Audits**.
- The Email System should also include **Back-up and Disaster Recovery** for the restoration of Email.

Social Media

Social Media

Interactive communication via web-based and mobile technology. Social Media is: Public, Global, Immediate and Very Accessible!

- e-Discovery, Litigation, OPRA and Legal Rules of Evidence - Directives should be established regarding content, language, subject matter,
- Disclaimer - Should accompany the data being placed on a Social Media site
- Social Media Records - you cannot control it and it can be altered and/or removed .
 - Security
 - Passwords
 - Direct Messages

www.nj.gov/treasury/revenue/rms/pdf/GuidelinesforSchedulingSocialMediaRecordsforRetentionandDisposition.pdf

The Internet

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Governor Phil Murphy • Lt. Governor Tahesha Way

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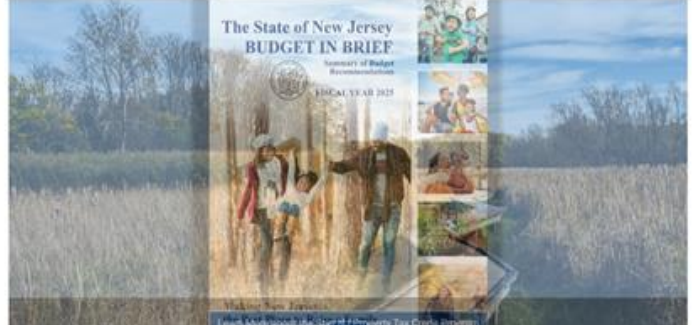
Department of the Treasury

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New Jersey State Treasurer
Elizabeth Maher Muko

Treasurer's Bio
Treasurer's Office Staff



The State of New Jersey
BUDGET IN BRIEF
Summary of Budget
Recommendations
FISCAL YEAR 2025

NJ Treasury
NJ Revenue

Division of Revenue and Enterprise Services

DORES New Business Filings Business Records and Information Business Certifications File Annual Report Uniform Commercial Code Notary Public Commissions Tax Filing/Payment Services Contact Us

Step-By-Step Videos
Need help with filing for registration, certification, ordering an Apostille or setting up a Premier Business Services (PBS) account? Watch our step-by-step videos

NEW: Business Entity Conversion/Domestication Filing Form

- CD-100 For use when resulting business will be a NJ Entity
- CD-101 For use when resulting business will be a non-NJ Foreign Entity

Help Combat Fraud by Monitoring Your Commercial Registry Records: The Division will help you keep an eye on your business by providing text, push and email notices of any changes to the records you have on file with the state's commercial registry – for example, amendments that record business name and address changes. Mobile Watch notices will enable you to monitor filing activities and to alert us regarding any suspicious activity for remediation. [Sign up today.](#)

Do you have an issue regarding a filing with the commercial registry that you would like us to review? Access our [Contact Us](#) page, select Other for the category, type in Anti-fraud, describe your issue and send. We will review your issue and respond to you with our findings and action plan if indicated.

To track the status of a work order you sent us, use our [Contact Us](#) page, enter your contact information, choose Work Request Status from the drop down menu, and complete/send your request per the instructions.

Records Management Services

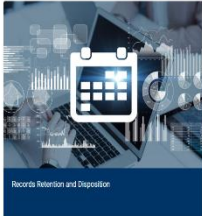
RMS New Jersey State Records Committee Public Notice Guidelines Records Imaging New Jersey Records Manual Contact RMS RMS Consultation

Home / Records Management Services


Records Management Services

- Search for the published version of an approved NJ records retention schedule. Please review the instructions for searching and reading a retention schedule.
- Search for an additional disposition request. Please review the instructions for searching for and reading a disposition request.
- Guidelines on retention scheduling public records on electronic messaging platforms

Search public records retention schedules and find information on approved public records destruction actions.



Records Retention and Disposition



Records Storage



Business Podcast Series
State of New Jersey, Department of the Treasury

- Business Filings & Records
- Uniform Commercial Code (UCC)
- Small, Minority, Women, Veteran, Disabled Veteran, and LGBTQ+ Owned Business Certifications
- Notaries Public and Individual (Court-ordered) Name Changes
- Apostilles and Certifications
- Tax/Employer Services and Collection Agency Bonds

Security Perspectives

Financial Perspective - Federal, State or Local Audit.

Security Perspective - Implemented and monitored Data Security and Encryption measures.

Intellectual Property & Historical Perspective - digitally-born documents if not printed to hardcopy could be lost forever.

Legal Perspective - records needed for Litigation, Legal Rules of Evidence and e-Discovery.

Records Management & Access Perspective - verify retention & disposition in the event of an OPRA Request.

Vital Records

Vital Records/Disaster Prevention & Recovery/Business Continuity of Operations (COOP) Plan

THE OBJECTIVE

Identify vital operational records and institute measures for their protection to mitigate loss; ensure integrity and access; and resume operations & services quickly and efficiently to **mitigate** the amount of damage, associated costs and repercussions relating to the loss of:

- Data & Information
- Revenue
- Wages
- Labor
- Employee Morale
- Customer Goodwill
- Marketing Opportunities
- Incurred Bank Fees
- Incurred Legal Penalties
- Bad Publicity

If a disaster should strike...

Check - your Insurance Policy.

Assemble Disaster Prevention & Recovery Team – Management, Records Management, Custodian of Public Record, Law Enforcement Agencies

Implement - Disaster Prevention & Recovery and Business Continuity of Operations Plan

Conduct an Assessment - to ascertain if the damaged or destroyed records and information may have had backups such as, Hardcopy, Optical disk or Microform that may be salvaged.

Complete and Submit DORES-RMS Damaged Records Report - for presentation before the State Records Committee (SRC).

Cybersecurity

Cybersecurity & Public Records

Data and information targets include areas such as:

- Protected Health Information (PHI)
- Personally Identifiable Information (PII)
- Intellectual Property
- Personal Information
- Financial and Educational
- Government and Business

Cyber Security key areas include:

- Cloud, Email, Internet & Social Media Security
- Data, Network & Mobile Security
- Vital Records
- Disaster Prevention & Recovery & Business Continuity
- Identity Management

Is it ever really secure???

While Technology can create Data/Information Processing & Operational Efficiencies, it can also create the potential for Overlapping Internal & External Operational Single & Multiple Threat Groups that can:



- Disrupt or Shutdown Operations
- Inflict Legal, Intellectual, Political, Financial & Security Ramifications
- Alter, Corrupt or Destroy Information
- Cause Physical Harm
- Exploit to Ruin an Agency's Credibility & Reputation

Three (3) Cyber Attack Strategies



Zero Trust: Is the Cyber Security Strategy employed to prevent Cyber Attack –a User or Device is *never* trusted and access is *denied* the until Identity *and* Authorization have been thoroughly verified.

CIA: The Standard Principles of Computer Security:

Confidentiality: Only Authorized Individuals can access the information.

Integrity: Only Authorized Individuals can alter, add, or remove sensitive information.

Availability: Systems, Functions and Data must be accessible on-demand.

Ethical Hacking: An *agency-authorized* deliberate attempt to gain unauthorized access to its System, Applications and/or Data through duplicating the strategies and actions of a Hacker to identify system security vulnerabilities and resolve them **before** a real cyber attack occurs.

Key Security Areas

An Enterprise-wide approach to Data Security includes a collaborative effort with an Agency's IT Department, Legal, Records Management, Human Resources and Law Enforcement with unified Governance and Accountability - that starts from the top down.

- Compliance with Cybersecurity Insurance Policy
- Develop & Test Disaster Prevention & Recovery/Continuity of Operations Plan
- MVR Monitoring - (24/7/365)
- Acceptable Use Policy – Enterprise-wide
- Physical Security Polices – Enterprise-wide
- Data Encryption Policies
- Password Policies and Updates
- Firewalls/Spam Filters Upgrade
- Back-up - Routine
- Software & Hardware Monitor & Upgrade
- Auditing
- Security Event Testing – what if?
- Data Security Policies – Enterprise-wide
- Ongoing Training - Enterprise-wide

Cybersecurity Plan

ESTABLISH

- Vendors Lists for: Disaster Recovery Services and Supplies, System Hardware and Software Information and Electronic Disaster Recovery Services
- Disaster Recovery & COOP Team – Management, Records Management, IT, Custodian of Public Record and Local Law Enforcement
- Create an Agency Chain of Command
- Identify Key IT Staff
- Designate Data Center Hot & Cold Site(s)
- Establish an Alternate Operations Site for Staff, IT and Records

IDENTIFY

- Hardware and Software supporting date (manufacturer, models and versions)
- Identify the Agency's Vital Records – Legal, Fiscal, Personnel, Contracts, Plans, etc.
- Potential Recovery Costs associated with Hardware, Software, Supplies, Technology Supplies, etc.
- Retain necessary Emergency Supplies

RETAIN

- Retain hardcopy of the Disaster Prevention & Recovery and Continuity of Operations Plan in various safe and accessible offsite locations and with every Disaster Recovery & COOP Team Member.
- Cybersecurity Insurance Policy & ensure compliance

REVISE

- Create the Plan! Test The Plan! Revise The Plan! Re-Test The Plan!

If you have a network or data breach...

Implement - Cybersecurity Response Plan

Check – Cybersecurity Insurance Policy

Assemble - Cyber Security Team (Management, Records Management, IT, Custodian of Public Record & State Cyber Security Agencies)

PL 2023, c.19/Contact - NJ Office of Homeland Security to report the incident

Conduct - Assessment to ascertain if the records and information subject to a cyber breach may have had backups that may be salvaged such as, Hardcopy, Optical Disk or Microform.

Complete & Submit - DORES-RMS Cyber Network or Data Breach report for presentation before the State Records Committee (SRC).

New Jersey Office of Homeland Security New Jersey Cybersecurity & Communications Integration Cell (NJCCIC)

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NJ's Current Cyber Alert Level: "GUARDED"



[File a Cyber Incident Report](#) | [File a Data Breach Report](#)
[Presentation Request](#) | [Member Portal Login](#)



[REPORT](#) ▾ [ABOUT](#) [THREAT CENTER](#) ▾ [LEARN](#) ▾ [EVENTS](#) ▾ [JOIN](#) ▾

Note: Prior to reporting to DORES-RMS, all NJ Public Agencies must comply with New State Laws PL 2023, c.19, governing reporting on cyber incidents and breaches.

You **must immediately report a data breach** to the New Jersey Cybersecurity and Communications Integration Cell at:

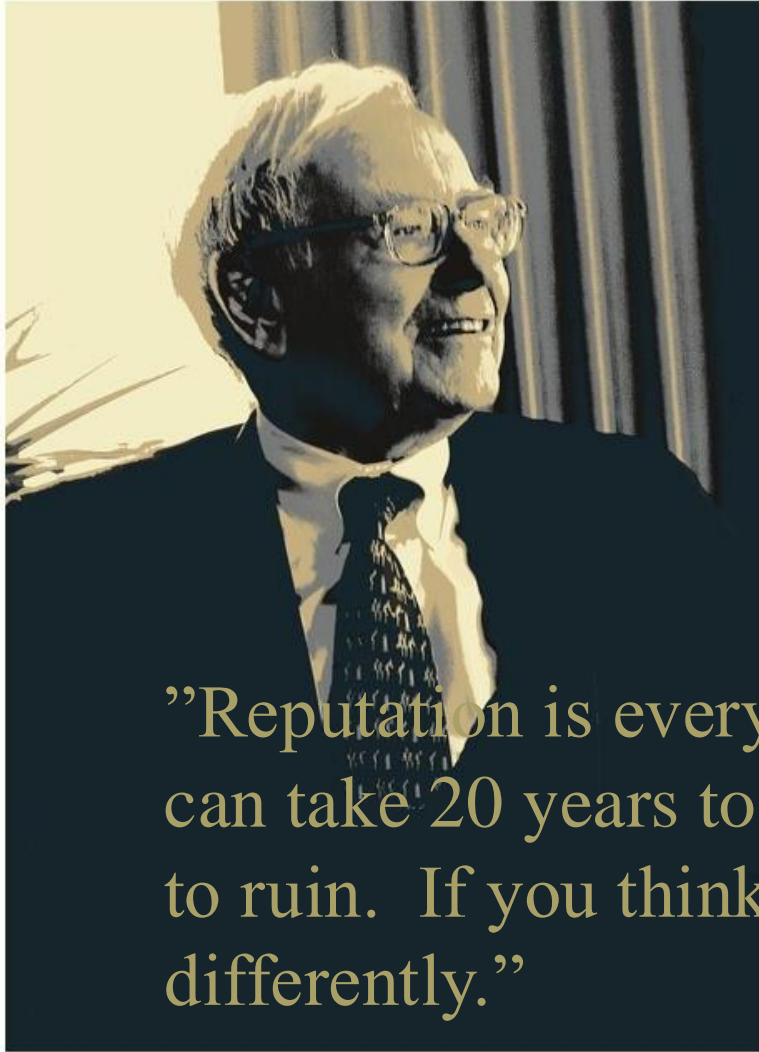
<https://www.cyber.nj.gov/report>

Incident Hotline: 1-866-4-SAFE-NJ

and Small Businesses with Impersonation
What to Look For



Remember...



”Reputation is everything in business, and that it can take 20 years to build while only five minutes to ruin. If you think about that, you’ll do things differently.”

- Warren Buffett

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RECORDS MANAGEMENT SERVICES



*Thank
you*

