

Records Management Committee Meeting

Monday, April 22, 2024

1:00 p.m. to 2:00 p.m.

Utah Division of Archives and Records Service

346 S Rio Grande St

Salt Lake City, Utah 84101

[Google Hangouts Meet](#)

AGENDA

Business

- Approval of March 2024 meeting minutes

Retention Schedule Review and Approval

- Accounts payable (SSRS 30728)—New
- Monthly financial packets (SSRS 30746)—New
 - Submitted by Renee Wilson on behalf of Utah Housing Corporation
- Internal controls and post-audit preservation records (SSRS 30832)—New
- Payment card industry information database (SSRS 30834)—New
 - Submitted by Renee Wilson on behalf of Division of Finance
- Fire incident reports (GRS-455)—Update, proposal #1
- Emergency medical services (EMS) patient care reports (GRS-465)—Update, proposal #2
- Flammable liquid tank applications and permit records (GRS-463)—Update, proposal #4
- Dispatch logs (GRS-1221)—Consolidate into GRS-2027, Proposal #5
- Equipment run logs (GRS-452)—Consolidate into GRS-455, Proposal #6
- Pump test records (GRS-461)—Consolidate into GRS-111, Proposal #7
 - The six items listed above are submitted by Matt Pierce
 - Fire and emergency medical services (EMS) category

Other Business

- Open positions on the Records Management Committee and “staggering” terms, per [Utah Code 63A-12-112\(2\)](#). Four-year terms ended in October 2023; this includes the following board members: Joshua Bullough, Jacey Skinner, Tracy Hansen, and Matthew LaPlante. Drew Mingl’s former seat is also open. We need “approximately half” (i.e., 2-3) of the governor-appointed members to continue for about 2 more years, if possible.
- Next meeting scheduled
- Committee members’ attendance polled for next meeting, quorum verification

This agenda is subject to change up to 24 hours prior to the meeting. Timings and order listed are approximate and may be adjusted, accelerated, or delayed.