

Records Management Committee Meeting Minutes

Monday, March 25, 2024 - 1:02 p.m. to 1:22 p.m.

Utah Division of Archives and Records Service 346 S Rio Grande St Salt Lake City, Utah 84101

[Google Hangouts Meet](#)

Board Members in attendance: Tracy Hansen, Matthew LaPlante, Veronica Solano Arangura, Ken Williams, Josh Bullough.

Absent Board Members: Jacey Skinner

Others in attendance: Mark Meyer (Division of Alcohol and Beverage Services), Kendra Yates, Maren Peterson, Rebekkah Shaw, Renee Wilson, Matt Pierce

Ken Williams calls the meeting to order at 1:02 PM

Business

Approval of February 2024 meeting minutes

Tracy Hansen moves to approve the minutes. Matthew LaPlante seconds. The motion passes unanimously.

Appointment of Chairperson for the Committee

Veronica Solano Arangura makes a motion to appoint Ken Williams as Chairperson for the Committee. Tracy seconds. The motion passes unanimously.

Appointment of Chair Pro Tem for the Committee

Ken Williams makes a motion to appoint Tracy Hansen as Chair Pro Tem for the Committee. Matthew seconds. The motion passes unanimously.

Retention Schedule Review and Approval

- On-premise banquet permits (Department of Alcohol and Beverage Services, SSRS-30715)—Continued from January 2024 meeting; action item
 - Submitted by Maren Peterson

Maren welcomes Mark Meyer from the Department of Alcohol and Beverage Services. Maren introduces changes to the series. Matthew LaPlante moves to approve the series. Tracy seconds. The motion passes unanimously.

Other Business

- Status report regarding recommendation to Jordan School District

Kendra Yates reports that letter has been sent to the Superintendent of Jordan School District, their records officer, and the records petitioner. Discussion among committee determines that business item is wrapped up.

- The next meeting is scheduled for Monday, April 22, 2024 at 1 pm. All committee members confirm planned attendance.

Matthew LaPlante moves to adjourn the meeting. Josh seconds.

Additional discussion occurs about finding next committee member. Ken suggests adding discussion about committee member rotation to next meeting's agenda.

Meeting adjourned at 1:22 pm

Approved