

# Records Management Committee Meeting

Monday, October 23, 2023

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 September 2023 meeting minutes

### Retention Schedule Review and Approval

- Child support case files (SSRS 30636)—New, consolidates 6 existing schedules
  - Submitted by Renee, on behalf of Office of Recovery Services
- Paternity establishment records (SSRS 30642)—New
  - Submitted by Renee, on behalf of Office of Recovery Services
- Statewide Cost Allocation Plan Section I (SSRS 30643)—New
  - Submitted by Renee, on behalf of Division of Finance
- Statewide Cost Allocation Plan Section II (SSRS 30644)—New
  - Submitted by Renee, on behalf of Division of Finance
- Bond records (SSRS 30655)—New
  - Submitted by Renee, on behalf of Division of Finance
- Internal Service Fund Interfund Loan Repayment Schedules (SSRS 30645)—New
  - Submitted by Renee, on behalf of Division of Finance
- Financial standards implementation records (SSRS 30647)—New
  - Submitted by Renee, on behalf of Division of Finance

## Other Business

- Status update regarding subcommittee formed to discuss and respond to the Jordan School District email management policy issue referred to them by the State Records Committee
- 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.