

Records Management Committee Meeting

Monday, November 27, 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 October 2023 meeting minutes

Retention Schedule Review and Approval

- [Public Safety GRS Update Proposal #1](#) (GRS-341 Firearms qualification records)
- [Public Safety GRS Update Proposal #2](#) (GRS-374 Evidence tracking records)
- [Public Safety GRS Update Proposal #3](#) (GRS-2027 Dispatch and patrol records)
 - All submitted by Matt Pierce
- [Corrections Financial GRS Updates](#) (GRS-16592 Department financial records, GRS-16593 Correctional Industries financial records, GRS-16594 Offender financial records, GRS-16595 Purchasing records, and associated crosswalks and closings)
 - Submitted by Matt Pierce
 - Cami Beach, Steve Gehrke and Mindy Usher from UDC available for questions.
- [Division of Finance Agency-specific General Retention Schedule Update Proposal](#) (GRS-16591: Financial Reporting Team working documents)
 - Submitted by Renée Wilson
- [Division of Finance Agency-specific General Retention Schedule - New](#) (Financial Temporary Processing Records)
 - Submitted by Renée Wilson

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.