

Records Management Committee Meeting Minutes

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](#)

Board Members in attendance: Jacey Skinner, Josh Bullough, Veronica Solano Arangure, Ken Williams.

Absent Board Members: Drew Mingl , Matthew LaPlante, Tracy Hansen

Others in attendance: Scott Weight (DHHS), Kari Smith (DHHS), Kathy Fife (DHHS), Mark Smith (Division of Finance), Kendra Yates, Brian Swan, Maren Peterson , Heidi Steed, Rebekkah Shaw, Renee Wilson

Ken Williams called the meeting to order at 1:02pm.

Business

Approval of September 2023 meeting minutes

Jacey Skinner moved to approve the minutes. Josh Bullough seconded the motion. Jacey Skinner, Josh Bullough, and Ken Williams voted aye, Veronica Solano Arangure abstained. Motion passed. Meeting minutes were approved.

Retention Schedule Review and Approval

Child support case files (SSRS 30636)—New

o Submitted by Renee, on behalf of Office of Recovery Services

Kari Smith from Department of Health and Human Services (DHHS) and Renee Wilson (Archives) presented the schedule and provided context and background to the board. The board discussed the merits of the series. It was noted that this new series consolidates 6 existing schedules to improve the ease of managing the records. Jacey Skinner asked about the retention needed past 18 years of age. Kari noted that the 4 years after case closure would cover this need.

Ken Williams motioned to approve, Josh Bullough seconded. No discussion of the motion. Roll call vote was taken. Motion passed unanimously.

• Paternity establishment records (SSRS 30642)—New

o Submitted by Renee, on behalf of Office of Recovery Services

Kari Smith of DHHS presented the series to the board. She noted that the records are a part of the case file, but are secluded as their own item type so they can be separated from the case file for retention purposes. The agency wishes to manage them separately and is asking for the board to approve this retention schedule. Jacey Skinner asked what the classification of the

records are and Kari Smith noted that they are considered private records. Jacey then asked for clarification of whether or not these records included the official paternity order or whether these records just supported the order, Kari Smith noted that these records supported the official orders. Renee noted that the schedule for the official orders was approved in 2022, and that this retention is seeking a retention that mirrors the approved retention for the orders. Kari noted that these records are only managed by DHHS, a copy is not kept with the court. Jacey Skinner noted that she had some concerns about the length of the retention, and felt that it may not be long enough. But admitted that she understood that this needed to be approved to match the previously approved series for the orders. It was suggested that perhaps the series for the official orders need to be reviewed and have its retention possibly lengthened.

Jacey Skinner moved to approve the series. Veronica Arangure seconded the motion. There was no further discussion on the motion. The motion passed unanimously.

- **Statewide Cost Allocation Plan Section I (SSRS 30643)—New**

- **Submitted by Renee, on behalf of Division of Finance**

Mark Smith from the Division of Finance provided background information about the series. No discussion or questions from the board.

Ken Williams motioned to approve the schedule as written. Josh Bullough seconded. Motion passed unanimously.

- **Statewide Cost Allocation Plan Section II (SSRS 30644)—New**

- **Submitted by Renee, on behalf of Division of Finance**

Mark Smith from the Division of Finance provided background information about the schedule to the board. There were no questions following the discussion.

Ken Williams motioned to approve. Jacey Skinner seconded the motion. The motion passed unanimously.

- **Bond records (SSRS 30655)—New**

- **Submitted by Renee, on behalf of Division of Finance**

Mark Smith once again presented the series to the board. Ken Williams asked Mark Smith if he is aware of other related bond records that other divisions may manage. He noted he was aware of some outside of the Division of Finance, but not entirely familiar with their requirements for retention. He noted that some bonds have different retention requirements based on their funding source, but none of those are kept by the Division of Finance, and that the presented series was sufficient for the bonds that his division oversees.

Ken Williams motioned to approve the series as written. Jacey Skinner seconded. Motion passes unanimously.

- **Internal Service Fund Interfund Loan Repayment Schedules (SSRS 30645)—New**

- **Submitted by Renee, on behalf of Division of Finance**

Mark Smith from the Division of Finance provided background information about the schedule.No discussion from the board.

Jacey Skinner motioned to approve the series as presented. Veronica Arangure seconded. Motion passed unanimously.

- **Financial standards implementation records (SSRS 30647)—New**

- **Submitted by Renee, on behalf of Division of Finance**

Mark Smith from the Division of Finance provided background information about the schedule. There were no questions from the board.

Josh Bullough motioned to approve, Veronica Arangure seconded. Motion passed unanimously.

Other Business

- The board noted that there has been no significant status updates regarding the subcommittee formed to discuss and respond to the Jordan School District email management policy issue referred to them by the State Records Committee. The subcommittee currently has the following members Drew Mingl, Jacey Skinner and Matthew LaPlante.

- The next meeting was scheduled for Monday, November 27, 2023. Board members were polled regarding their attendance at the meeting and a quorum was verified.

Josh Bullough motioned to adjourn - accepted unanimously by the board.

Meeting adjourned 1:40pm.