

Records Management Committee Meeting Minutes

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](#)

Board Members in attendance: Tracy Hansen, Matthew LaPlante (leaves before end of meeting), Veronica Solano Arangura, Ken Williams, Drew Mingl, Josh Bullough.

Absent Board Members: Jacey Skinner

Others in attendance: Cami Beach (UDC), Mindy Usher (UDC), Steve Gehrke (UDC), Mark Smith (Division of Finance), Kendra Yates, Brian Swan, Maren Peterson, Rebekkah Shaw, Renee Wilson, Matt Pierce

Drew Mingl called the meeting to order at 1:00pm.

Business

Approval of October 2023 meeting minutes

Ken Williams moved to approve the minutes. Josh Bullough seconded the motion. This item is moved to the end of the meeting, when Kendra points out that a quorum is not needed to approve minutes. The committee members who are present at this meeting and were present at the last meeting vote to approve them, including Ken, Josh, and Veronica.

Retention Schedule Review and Approval

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)

o Submitted by Matt Pierce

Matt Pierce presented the Department of Corrections's proposal to consolidate all of the agency's financial agency-specific general retention schedules into four larger agency-specific general retention schedules, which are new schedules. Matt pointed out that no retention period for any of the schedules would be reduced, and that they would all be adjusted to 7 years. Josh Bullough asked if the intent was to approve these crosswalks and discontinuations based on this spreadsheet. Matt responded yes, but that they could be put into the usual format and/or presented in smaller chunks. Josh also asked if the committee needed to vote on deactivations. Some discussion among the committee members on this question. Josh proposed a list of discontinuations given to the committee but not up for discussion. Ken volunteered to report back to the committee on the process for this.

Matthew LaPlante made a motion to pass the proposed updates. Josh Bullough seconded. The motion passed unanimously.

- **Division of Finance Agency-specific General Retention Schedule Update Proposal (GRS-16591: Financial Reporting Team working documents)**

- **Submitted by Renée Wilson**

Renee presented this revision to a schedule previously approved by the committee, which makes it applicable to the whole Division of Finance.

Matthew LaPlante made a motion to approve. Josh Bullough seconded. The motion passed unanimously.

- **Division of Finance Agency-specific General Retention Schedule - New (Financial Temporary Processing Records)**

- **Submitted by Renée Wilson**

Renee presented a new agency-specific general retention schedule for the Division of Finance for temporary processing records. Mark Smith (Finance) explained in more detail about what records would fall under this schedule.

Ken Williams made a motion to approve. Tracy Hansen seconded. Matthew LaPlante asked a clarifying question, which resulted in more explanation from Mark. Matthew LaPlante excused himself from the meeting and indicated that he is OK with the motion being approved. The motion passed unanimously among the remaining committee members.

Other Business

- Drew Mingl gave a status update on the Jordan School District email management policy issue. The subcommittee currently has the following members: Drew Mingl, Jacey Skinner and Matthew LaPlante. Drew indicated he will schedule a meeting with the subcommittee to discuss.
- The next meeting was scheduled for Monday, January 22, 2024.

Ken Williams motioned to adjourn - accepted unanimously by the board.

Meeting adjourned 1:38pm.