

Records Management Committee Meeting

Monday, February 26, 2024

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 January 2024 meeting minutes

Retention Schedule Review and Approval

- Operating fund check vouchers and paid invoices (SSRS 13868)—Updated
 - Submitted by Renee Wilson on behalf of Utah Housing Corporation
- System guides (SSRS 30731)—New
 - Submitted by Renee Wilson on behalf of Division of Finance

Other Business

- Status report regarding Jordan School District email management policy discussion, referred to the Records Management Committee by the State Records Committee in June, 2023. Potential action item: issue a recommendation.
- Next meeting scheduled: March 27, 2024?
- 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.