

Minutes of the 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](#)

Board Members in attendance: Ken Williams (Chair pro-tem), Tracy Hansen, Josh Bullough, Matthew LaPlante, Veronica Solano Arangure

Archives Staff in attendance: Kendra Yates, Renee Wilson, James Kichas, Heidi Steed, Rebekkah Shaw, Maren Peterson, Valerie Jacobson

Others in attendance: Brian Swan (Archives legal counsel), Timothy McConnehey

Ken Williams conducted and called the meeting to order at 1:03pm

Business

Approval of January 2024 meeting minutes - Tracy Hansen moved to approve the minutes. Josh Bullough seconded. Roll call vote taken. Motion passed unanimously.

Retention Schedule Review and Approval

Renee Wilson presented schedules from the Utah Housing Corporation. *Operating Fund Check Vouchers and Paid Invoices (SSRS 13868)* and *Bank Statement Files (SSRS 13867)*. Matthew LaPlante asked if there were any substantive privacy concerns with keeping the records for 30 years. Renee confirmed that the records in these series were public so there were no concerns.

Matthew LaPlante motioned to approve both series 13868 and 13867. Ken Williams seconded the motion. Roll call vote was taken. The motion passed unanimously.

Renee Wilson then presented the series *Reconveyances and Paid In Full (PIF) loans (SSRS 30745)* on behalf of the Utah Housing Corporation. Ken asked to confirm if the series was being kept longer than any existing General Records Retention Schedules for accounts payable and receivable records. Renee confirmed.

Matt LaPlante moved to approve, Tracy Hansen seconded. No discussion on the motion. Roll call vote was taken. The motion passed unanimously.

Renee presented the series *System guides (SSRS 30731)* on behalf of the Division of Finance. She noted that there are existing Department of Finance General Schedules that cover similar records, but that these records are requesting a trigger that allows them to be kept until they are superseded, which will result in the records being kept longer. Tracy Hansen asked why they were being kept longer and Renee let the board know that the Division of Finance is trying to keep records in one of three retention categories, 3 years, 10 years or permanent retention. Josh Bullough asked if a guide is an instruction for how to use the system. Renee confirmed. Ken Williams asked about the agency's technique of 3, 10 and permanent schedules. Renee noted that this was more suitable for the management of electronic records on the agency's drive.

Josh Bullough motioned to approve the series. Ken Williams seconded the motion. No discussion on the motion. A roll call vote was taken. The motion passed unanimously.

Renee then provided background on a new series for the Division of Finance, *Interface Request Forms (SSRS 30732)*. She provided information on how the agency arrived at 30 years for the records to achieve obsolescence. Renee noted that it is easier to refer back to old records than recreate the process and the agency is managing systems for a long period of time. Tracy Hansen asked if rather than a 30 year retention period if it would be better to add a retention trigger, like system obsolescence, instead. Renee suggested she would be open to going back to the agency with that suggestion. Josh Bullough noted that the nature of the record series did not lead him to worry about a trigger right now and motioned to approve the series. There was no further discussion.

Josh Bullough made a motion to approve the series. Tracy Hansen seconded. Roll call vote was taken. The motion passed unanimously.

Other Business

Ken Williams provided a status report regarding Jordan School District email management policy discussion that was referred to the Records Management Committee by the State Records Committee in June, 2023, and suggested the board issue a recommendation as a potential action item.

Ken suggested that Kendra Yates put the committee's drafted recommendation on official letterhead and Ken could sign it and send it to the school district as the Chair-pro-tem. Veronica Solano Arangure and Tracy Hansen showed affirmation for the suggestion with a thumbs up icon. Matthew LaPlante noted because the committee has such limited authority that he felt this was the best way to convey the importance of the issue to the school district.

Draft letter will be sent to the board for approval, with the goal of sending it to the agency before the next RMC meeting.

Ken Williams motions to approve the action item of writing a recommendation to Jordan School District. Matt LaPlante seconded. The motion passed unanimously.

Board agrees to meet again on March 25, 2024. Quorum tentatively confirmed.

Ken Williams adjourned the meeting at 1:27pm.

Approved