

Records Management Committee Meeting

Monday, March 25, 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 February 2024 meeting minutes, action item
- Appoint a chairperson for the committee, action item
- Appoint a chair pro tem for the committee, action item

Retention Schedule Review and Approval

- On-premise banquet permits (Department of Alcohol and Beverage Services, SSRS-30715)—Continued from January 2024 meeting; action item
 - Submitted by Maren Peterson

Other Business

- Status report regarding recommendation to Jordan School District
- Next meeting scheduled
- Committee members' attendance polled for next meeting, quorum verification