

# Records Management Committee Meeting

Monday, May 19, 2025

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

## Meeting Minutes

Board Members in attendance: Kenneth Williams, Matthew LaPlante, Jacey Skinner, Daniel Shoenfeld

Others in attendance: Matthew Pierce, Renee Wilson, Rebekkah Shaw, Natasha Naylor (DHHS), Sam Anderson (DHHS), Bobette Philips (Tax Commission), Kellie Baxter (DHHS), Raili Taylor (DHHS), Amy Arnn (Tax Commission), Paul Tonks, Jessica Priskos (Tax Commission)

Ken Williams called the meeting to order at 1:02

## Business

Jacey Skinner motioned to approve the minutes from April's meeting. Kenneth Williams seconded. There was unanimous approval. Matthew LaPlante abstained as he was not at the last meeting.

## Retention Schedule Review and Approval

*Utah cancer registry (SSRS 31163)—New*

Presentation by Renee Wilson and Natasha Naylor on behalf of DHHS, Division of Population Health

Ken asked a question about record sharing, which Natasha answered.

Matthew had a question about a patient opting out. A decision in 2020 may be different in 2075. Natasha answered. Natasha explained it's for specific cancers. Hospitals are required to provide the data by statute. Renée explained that the data sets can be historical because we're still looking at data from the 1800s (and hundreds of years ago) to see trends. Sam Anderson, DHHS, commented that it's important to keep the data for longitudinal studies.

Matt LaPlante asked an ethical question about cancer registries. How old are the records at this point? Is it 1966 through? He suggested adjusting the retention schedule to 75 years, as he was uncomfortable with permanent retention. Natasha responded.

Matthew LaPlante suggested 75 years so that it would be reviewed again eventually. Rebekkah asked about disposition.

Rebekkah asked if retention could be left, but it comes back for regular review. Matthew LaPlante said that hasn't been done, but if RMC can do that, he's ok with it.

Natasha suggests the data could be de-identified after a certain point. Sam is uncomfortable with de-identifying requirements in the schedule.

Jacey pointed out that we need to focus on the right things. The policy of how the information is obtained and retained (whether with consent or not) is separate from how long the records are retained. She was fine with it being 75 years. The initial policy question is not the one we're weighing in on. This information would have long-term use.

Daniel pointed out that if the RMC started creating precedent, then they would mess up different retention schedules for things already in policy, like tuberculosis, which is already permanent. He doesn't want to create problems later.

Ken said DHHS and the new privacy initiative discuss all those questions. They're asking these questions. He suggested keeping the retention permanent and reviewing it regularly because things change over time.

MOTION by Ken to approve as written, but change retention statement to retain permanently and review every 5 years. Matthew LaPlante seconded.

Renee pointed out that it may not be in the purview of the committee to require a review of the schedule (see Utah Code [63A-12-113\(1-2\)](#)), so they clarified that it is a recommendation to review every five years.

Kenneth Williams made a MOTION to approve the schedule as written, with the recommendation that the Office of Data Privacy review it to address the underlying policy issue. Matthew LaPlante seconded. Jacey Skinner recommended the privacy team at DHHS review it. The motion was unanimously approved.

#### *Asthma Program email lists (SSRS 31186)—New*

Presented by Renée on behalf of DHHS, Division of Population Health

Kellie Baxter commented. So many people in DHHS use these email lists, but there isn't a schedule. This will be an issue in the future. A General Retention Schedule would be useful.

Ken asked if there's a GRS. Renée responded that there isn't one that fits well.

Sam clarified that being on the email list doesn't imply that you have asthma, just that you are interested in asthma-related news.

Renée asked if it was preferable to say 1 year after unsubscribe. Matt would prefer instructions like that.

Kellie clarified easier to delete on certain calendar dates because when someone unsubscribes, it isn't feasible to track. It would be easier to delete archives for unsubscribes at the end of the calendar year.

MOTION by Matthew LaPlante to approve the retention with a change to clarify deletion at the end of the calendar year. Kenneth Williams seconded. Unanimously approved.

*System testing materials (SSRS 31191)—New*

Presented by Matthew Pierce on behalf of the Tax Commission

Matthew Pierce said this is mostly for internal systems. Reviewed the schedule.

MOTION by Ken to approve series 31191 as written. Matthew LaPlante seconded.

Bobette Phillips from the Tax Commission asked if the location of the records should be removed from the description. She requested that the last line of the description be removed.

Ken modified his motion to remove the last sentence specifying the systems in which the records are stored. Matthew LaPlante seconded the motion, which was unanimously approved.

*System documentation (SSRS 31192)—New*

Presented by Matthew Pierce on behalf of the Tax Commission.

Matthew Pierce went through the schedule. Bobette said that when they have system upgrades and the vendor provides new documentation, the prior version of the documentation is destroyed. She believes this one should also have a GRS.

MOTION by Ken to approve the schedule as written. Matthew LaPlante seconded the motion. Unanimously approved.

*Personal data analysis records (GRS-16597)—New GRS 16597*

Presented by Renée Wilson and Matthew Pierce.

Renee worked with the Office of Data Privacy to create this schedule. They reviewed feedback and notes received to change this GRS to meet the need. These records do not contain actual personal data, just information about the systems that contain it.

Ken asked about opposition to the schedule. Renee responded- most were questions/suggestions.

Jacey asked for clarification on what records fall under the GRS. Renée answered that it would be something like a Privacy Impact Assessment.

MOTION to approve by Kenneth Williams. Matthew LaPlante seconded. Unanimously approved.

## Other Business

The next meeting for the RMC was scheduled for June 30th.

MOTION to adjourn from Jacey Skinner.

Approved