

## Records Management Committee Meeting - Minutes

Monday, April 28, 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 and via Google Hangouts Meet

**Board members in attendance:** Ken Williams (Chair), Joshua Bullough, Tracy Hansen, Veronica Solano Arangue, and Jacey Skinner (for last part of the meeting)

**Absent board Members:** Daniel Schoenfeld, Matthew LaPlante

**Others in attendance:** Kendra Yates, Paul Tonks, Maren Peterson, Renee Wilson, Matthew Pierce, Caitlin Pratt (DHHS), Hollie Hatch (DHHS), Mary Rindler (DHHS), Mark Smith (DGO), Sam Andersen (DHHS), Rebekkah Shaw

*Ken Williams calls the meeting to order at 1:05pm.*

### **Business**

Ken Williams asks for a motion to approve the February 2025 meeting minutes. Veronica so moves. Josh seconds. The motion passes unanimously.

### **Retention Schedule Review and Approval**

- Loan case files (SSRS 82155)—Updated
  - Submitted by Renee Wilson on behalf of DGO, Division of Finance
- Olene Walker fund home loans (SSRS 30635)—Updated
  - Submitted by Renee Wilson on behalf of DGO, Division of Finance

Renee presents the schedule updates as outlined in the supporting document, changing the retention from 30 years after final action to 10 years after final action. Ken asks for a motion to approve, Tracy so moves. Ken seconds. The motion passes unanimously. The updates are approved.

- Dried blood spot cards with consent (SSRS 30744)—Updated
  - Submitted by Renee Wilson on behalf of DHHS, Utah Public Health Laboratory, Newborn Screening
- Dried blood spot cards without consent (SSRS 31177)—New
  - Submitted by Renee Wilson on behalf of DHHS, Utah Public Health Laboratory, Newborn Screening

Renee presents the updated and new schedule as specified in the supporting document. Mary Rindler from DHHS explains their process further. Ken moves to approve the update and new

schedule. Josh seconds. The motion passes unanimously and the update and new schedule are approved.

- Individual and organizational quality improvement audio/video (SSRS 31175)—New
  - Submitted by Renee Wilson on behalf of DHHS, Division of Family Health
- Individual quality improvement records (SSRS 31176)—New
  - Submitted by Renee Wilson on behalf of DHHS, Division of Family Health

Renee presents the series as outlined in the supporting document. Caitlin gives context for the records. A question from Tracy about whether or not the first schedule (31175) is necessary, whether the records are drafts (and not records) or working files. Extended discussion. Ken moves to approve 31176 as presented and 31175 as presented with the addition that it follows the General Retention Schedule for Working Files (1684). Tracy seconds. The motion carries unanimously.

- Commodity Supplemental Food Program (CSFP) client survey records (SSRS 31185)—New
  - Submitted by Renee Wilson on behalf of DHHS, Division of Family Health, Maternal & Child Health

Renee presents the series as outlined in the supporting document. Ken moves to approve the new schedule. Veronica seconds. The motion passes unanimously.

### **Other Business**

Kendra Yates discusses replacing board members and the strategy for recruiting nominees going forward.

The board tentatively schedules their next meeting for May 19, 2025, as their regular meeting date would fall on Memorial Day.

Josh asks about legislative changes to GRAMA and Tracy asks about changes to privacy that could impact GRAMA. Kendra provides a summary of changes, Paul Tonks chimes in when asked.

Tracy moves to adjourn the meeting at 1:51pm.