

Records Management Committee Meeting

Monday, August 25, 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
[Google Hangouts Meet](https://meet.google.com)

AGENDA

Business

- New board members: David Fleming and Steve Garside
 - Welcome!
 - Oaths of Office administered by Maren Peterson, notary public
- Approval of June 2025 meeting minutes

Retention Schedule Review and Approval

- Background check records (SSRS-31284)—New
 - Submitted by Maren Peterson on behalf of Utah Valley University
- Assessor training record for USPAP (SSRS-31283)—New
 - Submitted by Matt Pierce on behalf of Utah State Tax Commission
- Arise Attendance web application (SSRS-31272)—New
 - Submitted by Renee Wilson on behalf of Dept. of Workforce Services
- Homelessness personal data (SSRS-31279)—New
 - Submitted by Renee Wilson on behalf of Dept. of Workforce Services
- Wage and new hire records (SSRS-31280)—New
 - Submitted by Renee Wilson on behalf of Dept. of Workforce Services

Other Business

- Personal Data Within a Record Series discussion, presented by Renee Wilson:
Some agencies are interested in deleting personally-identifiable data sooner than

the related data. The Division of Archives and Records Service (“State Archives”) would like the Committee’s opinion on how best to approach this matter, in terms of record series creation.

- Next meeting scheduled: September 22, 2025
- 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.