

Records Management Committee

Meeting Minutes

30 June 2025, 1 PM

346 South Rio Grande Street, Salt Lake City, UT 84101

<https://meet.google.com/qrz-puve-sqw>

Board members present

- **Daniel Schoenfeld**, Public Finance representative
- **Ken Williams**, Director, Division of Archives and Records Service (Utah Department of Government Operations)
- **Jacey Skinner**, Member of Utah State Bar
- **Matthew LaPlante**, News Media Representative

Others present

- **Kendra Yates**, Executive Secretary, Records Management Committee (Division of Archives and Records Service, Utah Department of Government Operations)
- **Paul Tonks**, Legal Counsel, State of Utah
- **Matthew Pierce**, Records and Information Management Specialist, Division of Archives and Records Service (Utah Department of Government Operations)
- **Renée Wilson**, Records and Information Management Specialist, Utah Division of Archives and Records Service (Utah Department of Government Operations)
- **Kim Wheeler**, Records Officer, Division of Consumer Protection (Utah Department of Commerce)
- **Jonathan Herrick**, Records Officer, Utah Department of Commerce
- **Andrea Mitton**, Legal Analyst, Division of Consumer Protection (Utah Department of Commerce)

Business

Ken Williams calls the meeting to order at 1:04 PM.

Approval of May 2025 meeting minutes

- Matthew LaPlante moves to approve the May 2025 minutes.
- Daniel Schoenfeld seconds.
- All are unanimous in the positive.

Retention Schedule Review and Approval

Applications for registration or renewal (SSRS 31245)

Submitted by Matthew Pierce on behalf of Dept. of Commerce, Division of Consumer Protection.

Matthew Pierce explains this record series is meant to apply to multiple groups within the Division.

Matthew LaPlante asks if these records include the actual certificate, or just the application. Kim Wheeler confirms this includes both the application and certificate.

Matthew LaPlante asks whether the series should be more broad. Andrea Mitton explains that all records related to registration and renewal process are included.

Ken Williams asks whether these registrations are from an individual on behalf of a business, and whether that includes PII. Andrea Mitton explains that some of the Division's statutes apply to individuals, but in this case the entity is required to be registered. The registration would include information about the person filing on behalf of the entity.

Ken Williams asks whether information about an individual is still kept 10 years, even if that individual is no longer associated with the registered entity that whole time. Andrea Mitton explains that the 10-year retention would apply to all records.

Ken asks whether information about individuals needs to be kept 10 years. Andrea Mitton explains the reasoning for the retention, including for audit purposes and for consistency with other Department of Commerce records.

- Ken Williams moves to approve the retention.
- Matthew LaPlante seconds.
- All are unanimous in the positive.

Other Business

Committee members' attendance polled for next meeting, quorum verification

Jacey Skinner will be out of town but will try to attend; the other board members in attendance confirm they will be present.

Replacing seats

Kendra Yates updates the board on the status of applicants to replace current board members. Applications will be sent to the Governor's Office, which makes the appointments.

- Matthew LaPlante moves to adjourn.
- Jacey Skinner seconds.
- All are unanimous in the positive.

The meeting is adjourned at 1:20 PM.

Approved