

Records Management Committee Meeting

Monday, September 22, 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

- Welcome new committee members, Tangee Sloan and Ruth Todd
- Oath of office for any members who have not yet taken it (must be present in person)
- Approval of August 2025 meeting minutes

Retention Schedule Review and Approval

- Appeal hearing audio and video recordings (SSRS 31255)—New
 - Submitted by Renee Wilson on behalf of Division of Archives & Records Service, Government Records Office

Other Business

- Next meeting scheduled—Will October 27 work?
- 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.