

Records Management Committee Meeting

Monday, September 22, 2025

1:00 p.m. to 2:00 p.m.

Utah Division of Archives and Records Service (DARS)
346 S Rio Grande St
Salt Lake City, Utah 84101

Meeting Minutes

Board Members in attendance: Kenneth Williams, Ruth Todd, Steve Garside, Tangee Sloan, Daniel Shoenfeld, David Fleming, Veronica Solano Arangure

Others in attendance: Renee Wilson, Maren Peterson, Kendra Yates, Paul Tonks

Ken Williams called the meeting to order at 1:00.

Business

The committee members introduced themselves as there are several new members.

Steve Garside took his oath of office. Maren Peterson notarized the oath.

Ruth Todd took her oath of office. Maren Peterson notarized the oath.

Ken Williams made a motion to approve the August 2025 meeting minutes. Veronica seconded the motion. Unanimously approved.

Retention Schedule Review and Approval

Appeal hearing audio and video recordings (SSRS 31255)—New

Submitted by Renee Wilson on behalf of the Division of Archives & Records Service, Government Records Office

Kendra Yates, as the records officer for DARS and the Government Records Office (GRO), introduced the schedule. She explained the origin of the office and the nature of the recordings. This office is not required to follow the Open and Public Meetings Act (OPMA). The three-year retention is meant to retain the records long enough for DHRM to use them (upon request) in the survey they have to conduct every 2 years of the GRO director.

David Fleming asked if it was public. Kendra said yes, but they are not required to post them on the Public Notice Website (PNW). Steve Garside asked if there were any meeting minutes or notes or other records that document the Government Records Office director's decisions. Kendra said they do create other records: decisions and orders for each hearing are documented officially, sent to parties involved, posted on our website, and retained permanently; correspondence and other types of records are also created; 5 or 6 record series created for this office, the others just follow a GRS, so the committee doesn't need to approve them. David Fleming asked who would be present at the meetings. Ken and Kendra answered Lonny Pehrson, Monica Minaya, Rebekkah Shaw, Paul Tonks, the appellant, and the respondent. Ken Williams points out that this is an office within DARS, and regular records are being kept according to retention schedules. Ken and Paul Tonks reiterated that even though the office is not subject to OPMA, the records are public and available to the public.

David Fleming moved to approve the schedule. Ken Williams seconded. Unanimously approved.

Other Business

Next meeting scheduled for October 27, 2025. Ruth Todd cannot attend, but a quorum was confirmed.

David Fleming made a motion to adjourn. Unanimously approved.