

# Records Management Committee Meeting

Monday, October 27, 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

- Approval of September 2025 meeting minutes

### Retention Schedule Review and Approval

- Public health statistical data (SSRS 31316)—New
  - Submitted by Renee Wilson on behalf of DHHS, Division of Population Health
- Adult provider database - provider survey (SSRS 31315)—New
  - Submitted by Renee Wilson on behalf of DHHS, Office of Children with Special Healthcare Needs

### Other Business

- Next meeting scheduled: November 24, 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.