

Records Management Committee Meeting

Monday, November 24, 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](#)

AGENDA

Business

- Approval of October 2025 meeting minutes

Retention Schedule Review and Approval

- Child Support Guidelines survey (SSRS 31321)—New
 - Submitted by Renee Wilson on behalf of DHHS, ORS
- Externally managed information system data (SSRS 31330)—New
 - Submitted by Maren Peterson on behalf of Auditor's Office
- Filed business registration records (Div. of Corporations GRS-16599)—New
 - Submitted by Maren Peterson on behalf of Commerce, Division of Corporations
- System documentation (GRS-16598)—New
 - Submitted by Matt Pierce

Other Business

- Board training from Paul Tonks, Assistant Attorney General
- Select a chair pro tem
- Next meeting scheduled
- 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.