

# 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.