

Records Management Committee Meeting

Monday, October 27, 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: Eric Christensen (DHHS), Sam Anderson (DHHS), Renee Wilson, Maren Peterson, Matthew Pierce, Kendra Yates, Paul Tonks, Rebekkah Shaw

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

Business

Tangee Sloan makes a motion to approve the September 2025 meeting minutes and David Fleming seconds. The minutes are approved unanimously.

Retention Schedule Review and Approval

Adult provider database - provider survey (SSRS 31315)—New

Submitted by Renee Wilson on behalf of DHHS, Office of Children with Special Healthcare Needs

Renee Wilson gives context for the schedule and the records-producing process. Eric Christensen (DHHS) explains further. David Fleming asks a clarifying question about keeping the records after final action. David moves to approve the schedule with clarification about final action added. Steve Garside seconds. The schedule is approved unanimously.

Public health statistical data (SSRS 31316)—New

Submitted by Renee Wilson on behalf of DHHS, Division of Population Health

Renee gives context for the schedule. Sam Anderson (DHHS) explains the records and records-producing process in detail. David Fleming asks for clarification on the permanent

retention. More discussion about the data's lack of PII. Ken Williams makes a motion to approve the schedule. David Fleming seconds. The schedule is approved.

Other Business

Next meeting scheduled for November, 24, 2025. A quorum is confirmed.

David Fleming made a motion to adjourn. Unanimously approved.

Approved