

Records Management Committee Meeting Minutes

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](#)

In Attendance

Committee members

David Fleming, Daniel Schoenfeld, Rebekkah Shaw (State Archivist designee), Veronica Solano Arungare, and Ruth Todd

Others

Paul Tonks, Kendra Yates, Renée Wilson, Maren Peterson, Matt Pierce, Alyssa Stringham, Kathy Fife, Scott Weight, Alex Nielson, Scott Whittaker, Adam Watson, Brian Hansen, Janet Larios, Jonathan Herrick

Business

- **Approval of October 2025 meeting minutes**

Veronica moved to approve meeting minutes; Daniel seconded. Rebekkah abstained; Daniel, Veronica, David voted to approve.

Retention Schedule Review and Approval

- **Child Support Guidelines survey (SSRS 31321)—New**

- Submitted by Renée Wilson on behalf of DHHS, Office of Recovery Services (ORS).
- Kathy Fife and Scott Weight visiting from DHHS, ORS.
- Renée presented the agency-specific general retention schedule for record series 31321.

- David asked if the records contain personal information; Kathy confirmed that they do.
- Rebekkah moved to approve SSRS 31321; Veronica seconded.
- Vote was unanimous to approve.

Ruth Todd joined the meeting during presentation of the above item but did not vote on it.

- **Externally managed information system data (SSRS 31330)—New**
 - Submitted by Maren Peterson on behalf of Auditor's Office.
 - Alex Nielson attending from agency.
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 - David asked a question about the retention trigger of the final action and how they are determining what that is (when it has occurred); Alex explained that the final action is the last time the data was used for a processing activity, such as to compile analytics.
 - Rebekkah asked about record sharing (why they need a record series for these); Alex spoke about the requirement for them to have a record series to document their right to access the records (per Government Data Privacy Act laws), and about how some datasets originate in counties (for example) and are aggregated by the agency, transformed for a secondary purpose by State Auditor's Office.
 - Ruth moved to approve SSRS 31330; Rebekkah seconded.
 - Vote was unanimous to approve.
- **Filed business registration records (Div. of Corporations GRS-16599)—New**
 - Submitted by Maren Peterson on behalf of Commerce, Division of Corporations and Commercial Code.
 - Scott Whittaker, Adam Watson, Brian Hansen, Janet Larios, Jonathan Herrick attending from the agency.
 - Maren presented the agency-specific general retention schedule GRS-16599.
 - Rebekkah and David asked questions about the disposition being permanent in-agency, what formats they work in, whether personal data is redacted, etc. Scott answered questions satisfactorily.
 - Rebekkah moved to approve GRS-16599; Veronica seconded.
 - Vote was unanimous to approve.
- **System documentation (GRS-16598)—New**
 - Submitted by Matt Pierce.
 - Matt presented this new general retention schedule for system documentation; he explained how the request was received, and discussed the feedback received from records officers.

- Daniel moved to approve GRS-16598 for System documentation; Rebekkah seconded.
- Vote was unanimous to approve.

Other Business

- Board training: guidance provided by Paul Tonks, Assistant Attorney General, regarding making motions and participating in meetings.
- Briefly discussed selecting a chair pro tem; decided to wait until the committee chair, Ken Williams, is in attendance to choose a chair pro tem.
- Next meeting is scheduled for December 22, 2025. Enough members think they can attend that we will have a quorum.