

Records Management Committee Meeting

Monday, December 22, 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 November 2025 meeting minutes

Retention Schedule Review and Approval

- Governmental Immunity Act (GIA) database (SSRS 31352)—New
 - Submitted by Maren Peterson on behalf of Commerce, Corporations
- Utah Professionals Health Program referral case files (SSRS 31135)—New
 - Submitted by Maren Peterson on behalf of Commerce, DOPL
- Curated public datasets (SSRS 31328)—New
 - Submitted by Maren Peterson on behalf of State Auditor's Office
- Managed information systems (SSRS 31329)—New
 - Submitted by Maren Peterson on behalf of State Auditor's Office
- Education Savings Incentive application records (SSRS 31359)—New
 - Submitted by Renee Wilson on behalf of DWS, Office of Child Care
- Developmental screening data (SSRS 31360)—New
 - Submitted by Renee Wilson on behalf of DWS, Office of Child Care
- Care About Childcare user accounts (SSRS 31361)—New
 - Submitted by Renee Wilson on behalf of DWS, Office of Child Care
- Care About Childcare - Child Care Program information (SSRS 31362)—New
 - Submitted by Renee Wilson on behalf of DWS, Office of Child Care
- Environment Rating Scale (ERS) observations (SSRS 31364)—New
 - Submitted by Renee Wilson on behalf of DWS, Office of Child Care

- Early EdU applications (SSRS 31363)—New
 - Submitted by Renee Wilson on behalf of DWS, Office of Child Care

Other Business

- Choosing a chair pro tem
- Next meeting scheduled for January 26, 2026
- 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.