

Records Management Committee Meeting

Monday, January 26, 2026

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 December 2025 meeting minutes

Retention Schedule Review and Approval

- Congregate Care Ombuds case records (SSRS 31354)—New
 - Submitted by Renee Wilson on behalf of DHHS Division of Customer Experience
- Constituent Services and Civil Rights records (SSRS 31355)—New
 - Submitted by Renee Wilson on behalf of DHHS Division of Customer Experience
- Adoption tax credits (SSRS 31379)—New
 - Submitted by Renee Wilson on behalf of DWS Adjudications Division
- Incident, citation, infraction, and misdemeanor records (SSRS 31384)—New
 - Submitted by Alyssa Stringham on behalf of DNR, Div. of Law Enforcement

Other Business

- Report on State's Google account cleanup project
- Next meeting scheduled for February 23, 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.