Records Management Committee Meeting Minutes

22 December 2025, 1 PM

Utah Division of Archives and Records Service ("State Archives")
346 South Rio Grande Street, Salt Lake City, UT 84101
https://meet.google.com/qrz-puve-sqw

Committee members present

- **Daniel Schoenfeld**, Public finance representative
- **David Fleming,** Private sector records manager representative
- **Ken Williams**, Director, Division of Archives and Records Service (Utah Department of Government Operations)
- **Tangee Sloan,** Local government representative
- **Veronica Solano-Arangure,** Utah Historical Society director or designee

Others present

- Alex Nielson, State Auditor's Office
- Alyssa Stringham, Division of Archives and Records Service (Department of Government Operations)
- Brian Hansen, Department of Commerce
- Cami Gault, Office of Child Care (Department of Workforce Services)
- Carol Inglesby, Division of Professional Licensing (Department of Commerce)
- Emma Moench, Office of Child Care (Department of Workforce Services)
- G. Scott Whittaker, Department of Commerce
- Janet Larios, Department of Commerce
- Joellen Robbins, Office of Child Care, (Department of Workforce Services)
- Jonathan Herrick, Department of Commerce
- Kaylene Hyatt, Division of Professional Licensing (Department of Commerce)
- Kendra Yates, Division of Archives and Records Service (Department of Government Operations)
- Mandy Teerlink, State Auditor's Office
- Maren Peterson, Division of Archives and Records Service (Department of Government Operations)
- Matt Pierce, Division of Archives and Records Service (Department of Government Operations)
- Nathan Dopp, Department of Workforce Services
- Paul Tonks, Attorney General's Office

- Rebecca Chadburn, Department of Workforce Services
- Rebekkah Shaw, Division of Archives and Records Service (Department of Government Operations)
- Renée Wilson, Division of Archives and Records Service (Department of Government Operations)

Business

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

Approval of minutes

- Daniel Schoenfeld moved to approve the minutes.
- David Fleming seconded.
- Unanimously approved.

Retention schedule review and approval

Governmental Immunity Act (GIA) database - 31352

Presented by Maren Peterson on behalf of the Division of Corporations and Commercial Code, within the Department of Commerce.

Maren Peterson explained the record series and the requested retention of "1 year after final action." The final action is described in the series data.

Ken Williams asked about the personal identifying information (PII) included in the series. Scott Whittaker responded.

- David Fleming moved to approve the retention schedule for series 31352.
- Daniel Schoenfeld seconded.
- Unanimously approved.

Utah Professionals Health Program (UPHP) referral (non-participants) case files - 31135

Presented by Maren Peterson on behalf of the Division of Professional Licensing, within the Department of Commerce.

Maren Peterson explained the record series and the requested retention of "10 years and then destroy."

Ken Williams asked about the multiple designations. Kaylene Hyatt explained the purpose for the multiple designations.

Ken Williams asked for clarification regarding the relationship of these records to the bigger series for professional licenses. Carol Inglesby clarified that these records used to be kept in that series but don't need to be kept as long, and are now managed separately.

David Fleming asked why the agency chose a retention of 10 years. Carol Inglesby explained that the 10-year retention matches other retention schedules for many of the Division record series.

- David Fleming moved to approve the retention schedule for series 31135.
- Tangee Sloan seconded.
- Unanimously approved.

Curated public datasets - 31328

Presented by Maren Peterson on behalf of the State Auditor's Office.

Maren Peterson explained that the 26-year retention period requested is to allow for 25 years for historical inquiry of data, plus one year to account for the end of the 25-year cycle.

- Ken Williams motioned to approve the retention schedule for series 31328.
- Daniel Schoenfeld seconded.
- Unanimously approved.

Managed information systems - [31329](#)

Presented by Maren Peterson on behalf of the State Auditor's Office.

Alex Nielsen explained the records in the record series.

Ken Williams asked whether this series includes data that agencies share with the Auditor's Office. Alex Nielson explained that's not necessarily the case.

Ken Williams asked whether the data is shared. Alex Nielson explained that the data is only shared with the Attorney General's office for joint investigations. Any other data sharing occurs under a data-sharing agreement.

- Tangee Sloan moved to approve the retention schedule for series 31329.
- David Fleming seconded.
- Unanimously approved.

Education Savings Incentive application - [31359](#)

Presented by Renée Wilson on behalf of the Office of Child Care, within the Department of Workforce Services.

Renée Wilson gave the following introduction to the Office of Child Care:

> The Department of Workforce Services' Office of Child Care exists to support child care providers to improve the quality of their services, and to help parents access quality child care resources.
>
> They have a lot of programs for both parents and providers, and the programs are often administered in collaboration with other agencies, like DHHS.
>
> OCC does a lot of reporting, keeping track of program metrics and data over time, analyzing program effectiveness and potential future trends.
>
> For each of the series we're looking at today, the retention schedule includes both a concrete year retention period, and a business-need-based retention. The business need for each series is clearly stated in the description.

Renée Wilson gave the following introduction to series #31359:

> My529 is an education savings plan to help parents save for their child's education expenses. My529 itself is a quasi-government agency, and DWS provides matching funds up to $300 to families experiencing intergenerational poverty.

The records in this series are the applications for this matching funding, which is called the Education Savings Incentive program. The records include all the information needed to determine eligibility and also distribute the funds.

Ken Williams clarified with agency representatives how the data is shared.

David Fleming asked about the meaning of "overpayment unpaid." Emma Moench, Cami Gault, and Nathan Dopp explained.

- Daniel Schoenfeld moved to approve the retention schedule for series #31359.
- David Fleming seconded.
- Unanimously approved.

Developmental screening data - 31360

Presented by Renée Wilson on behalf of the Office of Child Care, within the Department of Workforce Services.

Renée Wilson gave the following introduction to series #31360:

There are a lot of early childcare programs available in Utah to provide resources to parents. Part of providing these resources involves screening the child to understand their growth and development. That's what these records are.

The series description talks more about the systems and entities that utilize this data (with parental permission).

Ken Williams asked who the data is shared with. Emma Moench explained.

- David Fleming moved to approve the retention schedule for series #31360.
- Tangee Sloan seconded.
- Unanimously approved.

Care About Childcare user accounts - [31361](#)

Presented by Renée Wilson on behalf of the Office of Child Care, within the Department of Workforce Services.

Renée Wilson gave the following introduction to series #31361:

> Care About Childcare is a program to help families make informed decisions about childcare and identify providers that best fit their needs. Some of the services provided by this program are for caregivers and early learning professionals, who can browse training opportunities, register for courses, track professional development, apply for scholarships, etc. They have to create an account to access these resources.
>
> The records in this series are the records related to those accounts.

David Fleming asked whether the account records applied to individual child care professionals or child care entities/programs. Joellen Robbins answered that it's both, but it is an individual logging in.

- Ken Williams moved to approve the retention schedule for series #31361.
- David Fleming seconded.
- Unanimously approved.

Care About Childcare Child Care Program information - [31362](#)

Presented by Renée Wilson on behalf of the Office of Child Care, within the Department of Workforce Services.

Ken Williams asked about the program and who the data is shared with. Cami Gault explained.

- David Fleming moved to approve the retention schedule for series #31362.
- Daniel Schoenfeld seconded.
- Unanimously approved.

Environment Rating Scale (ERS) observations - [31364](#)

Presented by Renée Wilson on behalf of the Office of Child Care, within the Department of Workforce Services.

Renée Wilson gave the following introduction to series #31364:

> The Child Care Quality System (CCQS) rates programs that participate in the Care About Childcare program. The records in this series are those observation records which are used to create that rating.

- Ken Williams moved to approve the retention schedule for series #31364.
- David Fleming seconded.
- Unanimously approved.

Early EdU applications - [31363](#)

Presented by Renée Wilson on behalf of the Office of Child Care, within the Department of Workforce Services.

Renée Wilson gave the following introduction to series #31364:

> The Office of Child Care offers online college-level courses to early childhood professionals. This program is administered in conjunction with the Utah Education Network and Southern Utah University.
>
> These records are the applications to the program.

- Ken Williams moved to approve the retention schedule for series #31363.
- David Fleming seconded.
- Unanimously approved.

Other Business

Chair Pro Tem

The Committee discussed the open position of Chair Pro Tem.

- Tangee Sloan nominated David Fleming.
- Ken Williams seconded.
- Unanimously approved.

David Fleming asked how long a term is. Kendra Yates answered 1-2 years.

Tangee Sloan agreed that she would consider accepting the position in the future, once she has more experience, since David Fleming will be retiring soon.

Next meeting

Monday, January 26 is the next meeting. Tangee Sloan may not be able to attend, but but David Fleming, Ken Williams, Daniel Schoenfeld, and Veronica Solano-Arangure all confirmed they could attend.

- Daniel Schoenfeld moved to adjourn the meeting.
- Unanimously approved.