

Records Management Committee Meeting

Monday, February 23, 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 January 2026 meeting minutes

Retention Schedule Review and Approval

- Centrally assessed appeals work files (31388)—New, update
 - Submitted by Alyssa Stringham on behalf of Tax Commission
- Centrally assessed appeals case records (31387)—New, update
 - Submitted by Alyssa Stringham on behalf of Tax Commission
- Centrally assessed property tax returns (31389)—New, update
 - Submitted by Alyssa Stringham on behalf of Tax Commission
- Centrally assessed county books (31390)—New, update
 - Submitted by Alyssa Stringham on behalf of Tax Commission
- Centrally assessed general records (31391)—New, update
 - Submitted by Alyssa Stringham on behalf of Tax Commission
- Personal property tax audit records (8656)—Update
 - Submitted by Alyssa Stringham on behalf of Tax Commission
- Managed care entity agreements (7829)—Update
 - Submitted by Renee Wilson on behalf of DHHS, DIH, OMC

Other Business

- Next meeting scheduled for March 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.