

Records Management Committee Meeting

Monday, January 26, 2026

1:00 p.m. to 2:00 p.m.

Utah Division of Archives and Records Service (DARS)
346 S Rio Grande St
Salt Lake City, Utah 84101

Meeting Minutes

Committee Members Present

Daniel Schoenfeld
Steve Garside
Kenneth Williams
Veronica Solano Arangure
Ruth Todd

Others Present

Kendra Yates (DARS)
Maren Peterson (DARS)
Renée Wilson (DARS)
Alyssa Stringham (DARS)
Paul Tonks (RMC and DARS legal counsel)
Su Chon (DWS)
Rebecca Chadburn (DWS)
Donovan Bergstrom (DHHS)
Dianna Sanchez (DHHS)
Nathan Dopp (DWS)
Laura Mendoza (DNR)
Chase Pili (DNR, DLE)
Stacy Webster (DNR, DLE)
Rebekkah Shaw (DARS)

Business

Kenneth Williams called the meeting to order at 1:05.

Approval of December 2025 meeting minutes

- Daniel Schoenfeld made a motion to approve the minutes from the December meeting.
- Steve Garside seconded the motion.
- Approved unanimously.

Ruth Todd joined the meeting at this point.

Retention Schedule Review and Approval

Congregate Care Ombuds case records (SSRS 31354)—New
Submitted by Renée Wilson on behalf of Department of Health and Human Services (DHHS) Division of Customer Experience

Renée Wilson gave a brief explanation of the schedule. Ken asked why they use a database to conduct their business. Donovan explained that they use SharePoint for ombuds case records. Ken asked if these records are accessible between ombudsman programs. Donovan said they are not shared.

Steve Garside expressed concern about liability, and asked how long these records should be kept, given that they concern youth. How long should it be kept in case of litigation? Paul Tonks said usually you need to keep records involving minors for 18 years to meet statute of limitations.

Paul asked what the current retention for these records is. Donovan explained that this is a new program, but similar records for the Child Protection Ombuds, which they modeled this schedule after, also has a 5-year retention.

Donovan explained that this is not a case management system; their role is to resolve concerns between the citizen and the agency; they don't provide case work to the individuals. Litigation typically doesn't involve the Ombuds office, it involves the agencies managing the case of the individual, so an 18-year retention shouldn't be needed. Ken asked how long the case files are kept by those other agencies. Renée said they are kept for a long time; for DCFS case files, for instance, it's 100 years. This allays committee concerns about critical records being kept long enough to be available in case of litigation.

- Kenneth Williams made a motion to approve the retention schedule.
- Ruth Todd seconded the motion.
- Approved unanimously.

Constituent Services and Civil Rights records (SSRS 31355)—New

Submitted by Renée Wilson on behalf of DHHS Division of Customer Experience

Renée gave a brief explanation of the schedule. These are similar to the previous schedule, but more widely applicable to the whole division. Any ADA or Title II complaint records, along with their resolutions, are included in this schedule.

- Daniel Schoenfeld made a motion to approve.
- Steve Garside seconded the motion.
- Unanimously approved.

Adoption tax credits (SSRS 31379)—New

Submitted by Renée Wilson on behalf of the Department of Workforce Services (DWS) Adjudications Division

Renée Wilson explained the schedule and the justification for the 15-year retention. Ruth asked why it wouldn't be kept until the child was 18. Su Chon explained that this is the record only of the one-time certification that they are eligible for adoption tax credit, not any records for the actual adoption.

Kenneth Williams suggested adding 'eligibility' or 'certification' to the title to make it clearer.

- Kenneth Williams made a motion with a caveat that the title be changed to 'Adoption tax credit eligibility records.'
- Daniel Schoenfeld seconded the motion.
- Unanimously approved.

Incident, citation, infraction, and misdemeanor records (SSRS 31384)—New

Submitted by Alyssa Stringham on behalf of the Department of Natural Resources (DNR), Division of Law Enforcement

Alyssa Stringham explained that the Division of Law Enforcement is a new DNR Division that consolidates pockets of enforcement agencies that previously existed. She also pointed out that they've already completed the permanent retention schedule for more serious crimes (felonies, homicide, suicide, and sex crimes).

Kenneth Williams asked about the database DNR plans to use in the future.

Chase explained that these are electronic records and are currently using the Tyler Tech platform. Most law enforcement agencies in the state have a similar database.

Steve Garside commented that most misdemeanors have a shorter retention period. He wondered why this schedule was 30 years and why that was necessary. Chase responded that having a record of interactions with individuals is beneficial. The 30-year time frame allows the officer to make better decisions in real time.

- Steve Garside made a motion to approve the schedule.
- Ruth Todd seconded the motion.
- Approved unanimously.

Other Business

Report on the State's Google account cleanup project

Kendra Yates and Kenneth Williams explained the problem. Google Vault has accounts for a lot of terminated state employees; it holds a lot of data that is discoverable but has no business value. The storage costs are going up. Currently, the state is not meeting the destruction requirements of state retention schedules.

Utah's Division of Technology Services (DTS) has been working with DARS and other stakeholders this year to solve the problem. The first step is to delete "archived" accounts that have been closed for more than seven years; this process will happen in February.

Another element is that executive "capstone" accounts are preserved permanently. Archives is working to set up automated transfers for these executive accounts.

DTS and DARS are also working to set up automated deletion rules in compliance with retention schedules using Google Labels, with some exceptions for a longer retention period.

Next meeting scheduled for February 23, 2026

All committee members present confirm they'll be able to attend the February meeting.

- Steve Garside moves to adjourn the meeting.