

Records Management Committee Meeting

Monday, March 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 February 2026 meeting minutes

Retention Schedule Review and Approval

- Communicable disease outbreak files (SSRS 31426)—New
 - Submitted by Renee Wilson on behalf of DHHS, Division of Population Health, Office of Communicable Disease
- Non-positive communicative disease events (SSRS 31427)—New
 - Submitted by Renee Wilson on behalf of DHHS, Division of Population Health, Office of Communicable Disease

Other Business

- Next meeting scheduled
- 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.