

# 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

## Meeting Minutes

### **Committee Members Present:**

Steve Garside  
Daniel Schoenfeld  
David Fleming  
Kenneth Williams  
Tangee Sloan  
Veronica Solano Arangure

### **Others Present:**

Paul Tonks (AAG for DARS)  
Kendra Yates (DARS)  
Maren Peterson (DARS)  
Renee Wilson (DARS)  
Alyssa Stringham (DARS)  
Matthew Pierce (DARS)  
Rebekkah Shaw (DARS)  
Sam Andersen (DHHS)

## Business

Kenneth Williams calls the meeting to order at 1:01 PM.

### **Approval of February 2026 meeting minutes**

Steve Garside moves to approve the minutes. Tangee Sloan seconds. The motion passes and the minutes are approved.

## 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

Renee Wilson introduces Sam Andersen from DHHS and gives background for the record series. Sam explains further. Ken asks about PII in the series. Ken also asks about general use for these records, and Sam explains their use. Ken makes a motion to approve the schedule. David seconds. The series is unanimously approved as written.

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

Renee gives background for the record series. Sam explains further about non-positive tests and their administrative value. Ken asks about personal data and Sam explains that it is de-identified in this series. David moves to approve and Daniel seconds. The series is unanimously approved as written.

## Other Business

### **Next meeting scheduled for April 27, 2026**

All members present except Tangee confirm they can attend the next meeting.

Steve moves to adjourn at 1:19 PM.