

Records Management Committee Meeting

Monday, May 18, 2026

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

Utah Division of Archives and Records Service

MEETING MINUTES

Committee Members Present:

Kenneth Williams
Daniel Schoenfeld
David Fleming
Steve Garside

Others Present:

Kendra Yates (DARS)
Maren Peterson (DARS)
Alyssa Stringham (DARS)
Renée Wilson (DARS)
Matthew Pierce (DARS)
Paul Tonks (Legal counsel for Archives)
Lindsay Hansen (UDOT)
Rhett Arnell (UDOT)

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

Business

Approval of March 2026 meeting minutes

Steve Garside moved to approve the minutes as written. David Fleming seconded. The vote was unanimous in the affirmative.

Retention Schedule Review and Approval

Statewide Long-Range Transportation plan (SSRS 31448)—New

Submitted by Alyssa Stringham on behalf of UDOT Planning Division

Alyssa gave a brief overview of the schedule, which covers records that are anticipated for the next 20-30 years. David asked why the retention is 12 years. Lindsay responds that they have to make these plans every 4 years and wanted to keep a few past ones for reference. Ken clarified that it was a public record.

David Fleming moved to approve. Daniel Schoenfeld seconded the motion. The motion was unanimously approved.

Owner-operator amusement ride permit application records (SSRS 31449)—New

Submitted by Alyssa Stringham on behalf of UDOT Traffic & Safety

Alyssa gave us a brief overview. The retention period for this is 5 years, which differs from the permit GRS because they have to keep it a little longer. Steve Garside asked why this is under UDOT. Rhett explained that the legislature put a position in UDOT to oversee amusement rides.

Kenneth Williams moved to approve the schedule. David Fleming seconded. Unanimously approved.

Amusement ride inspector certification application records (SSRS 31450)—New

Submitted by Alyssa Stringham on behalf of UDOT Traffic & Safety

Alyssa gave a brief overview of the schedule, and that this also differs from the permit GRS. Ken asked about the classification. Alyssa showed that it was primarily public, but had a secondary designation of private for personal information. David Fleming asked what the final action is in this case. Rhett defined final action as his approval or denial of the application. Inspectors have to be certified every two years.

David Fleming moved to approve. Steve Garside seconded the motion. Unanimously approved.

Ride inspection records (SSRS 31451)—New

Submitted by Alyssa Stringham on behalf of UDOT Traffic & Safety

Alyssa gave a brief overview of the schedule. She explained that the final action is the inspection certification date. Each has to be inspected once a year. Ken clarified that the classification is public.

Kenneth Williams moved to approve the retention. Daniel Schoenfeld seconded the motion. Unanimously approved.

Materials testing technician certification records (SSRS 31453)—New

Submitted by Alyssa Stringham on behalf of UDOT Materials and Pavements Division

Alyssa gave a brief overview of the schedule. David Fleming asked if we were retaining the records from the date of certification. He clarified his question about why this was 5 years rather than 1 year, as in the last schedule. Lindsay told him that they use a third-party accreditation, and they need to keep it for 5 years.

David Fleming moved to approve. Daniel Schoenfeld seconded. Unanimously approved.

Other Business

Next meeting scheduled

The next meeting is scheduled for June 22, 2026. All quorum members present confirmed they should be able to attend.

David Fleming moved to adjourn, Daniel Schoenfeld seconded. Unanimously approved. Meeting adjourned at 1:16 PM.