

Records Management Committee Meeting

Monday, July 20, 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 June 2026 meeting minutes

Recommendation Request

- Utah State Tax Commission request for recommendation

Retention Schedule Review and Approval

- Lead and copper records (SSRS 31522)—New
 - Submitted by Alyssa Stringham on behalf of DEQ, Division of Drinking Water
- Statewide transportation improvement program (STIP) annual submittal and approval records (SSRS 31513)—New
 - Submitted by Alyssa Stringham on behalf of UDOT, Financial Programming Division
- Foundation, soil, and aggregate testing summary records with geospatial coordinates (SSRS 31518)—New
 - Submitted by Alyssa Stringham on behalf of UDOT, Materials and Pavements Division
- Internal policies and procedures (SSRS 31244)—New
 - Submitted by Alyssa Stringham on behalf of Department of Commerce
- Telecommunications and water long-term research resource records (SSRS 31524)—New

- Submitted by Alyssa Stringham on behalf of Commerce, Division of Public Utilities
- Telecommunications and water permanent research records (SSRS 29713)—New
 - Submitted by Alyssa Stringham on behalf of Commerce, Division of Public Utilities

Other Business

- Next meeting scheduled for August 24
- 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.