

Records Management Committee Meeting

Monday, June 22, 2026

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

Utah Division of Archives and Records Service

MEETING MINUTES

Committee Members Present:

Kenneth Williams
David Fleming
Ruth Todd
Veronica Solano
Tangee Sloan

Others Present:

Kendra Yates (DARS)
Maren Peterson (DARS)
Alyssa Stringham (DARS)
Renée Wilson (DARS)
Matthew Pierce (DARS)
Rebekkah Shaw (DARS)
Paul Tonks (Legal counsel for Archives)
Laura Mendoza (DNR)
Mark Stratford (DNR)

Ken called the meeting to order at 1:03 PM.

Business

Approval of May 2026 meeting minutes

Ruth Todd moved to approve the minutes as written. David Fleming seconded. Veronica Solano abstained. Ruth, David, Tangee, and Ken voted to approve.

Retention Schedule Review and Approval

Statewide transportation improvement program (STIP) annual submittal and approval records (SSRS 31513)—New

Submitted by Alyssa Stringham on behalf of UDOT

Alyssa let the Committee know that this proposed series needs to be postponed by the agency, pending UDOT's internal approval process. It will be moved to the July meeting.

State Engineer records (GRS-16600)—New agency-specific general retention schedule for the Department of Natural Resources

Submitted by Alyssa Stringham on behalf of DNR, Water Rights

Alyssa gave a brief overview of the schedule and the agency's need for a specific GRS for these records to comply with code, and introduced Laura and Mark to the Committee. Ruth asked where these records have been kept in the past, and Mark Stratford explained that they are an old agency and over time determined that they need to retain these records in their office. Ken asked if these records are public, and Mark confirmed that they are. David asked for more information about the code, and Alyssa shared and summarized Utah Code 73-2-11. David asked about the permanency of these records. Alyssa answered that these records document Water Rights over time, and water is a precious resource in the state, and confirmed that these are similar to land deeds.

David Fleming moved to approve, Ruth Todd seconded. No discussion to the motion. The vote was unanimous to approve.

Other Business

Next meeting scheduled

Due to the summer holidays, the next meeting is proposed for either July 20 or 27, depending on Committee members' availability to attend. All quorum members present confirmed they should be able to attend on the 20th. The next meeting is scheduled for July 20, 2026.

David Fleming moved to adjourn. Unanimously approved. Meeting adjourned at 1:15 PM.