

Records Management Committee Meeting

Monday, August 24, 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 July 2026 meeting minutes

Retention Schedule Review and Approval

- License-related correspondence (SSRS 31564)—New
 - Submitted by Alyssa Stringham on behalf of Commerce
- Medical cannabis transportation manifests (SSRS 31531)—New
 - Submitted by Maren Peterson on behalf of UDAF, Laboratory Svcs
- Medical cannabis report files (SSRS 31532)—New
 - Submitted by Maren Peterson on behalf of UDAF, Laboratory Svcs
- Specialized products sample tracking forms—controlled substance (SSRS 31533)—New
 - Submitted by Maren Peterson on behalf of UDAF, Laboratory Svcs
- Specialized products sample tracking forms—non-controlled substance (SSRS 31534)—New
 - Submitted by Maren Peterson on behalf of UDAF, Laboratory Svcs
- Sample submission forms (SSRS 31535)—New
 - Submitted by Maren Peterson on behalf of UDAF, Laboratory Svcs
- Laboratory reports (SSRS 80700)—Update
 - Submitted by Maren Peterson on behalf of UDAF, Laboratory Svcs
- Dairy program test reports (SSRS 80705)—Update
 - Submitted by Maren Peterson on behalf of UDAF, Laboratory Svcs

Other Business

- Follow up on any outstanding items
- 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.