

State Records Management Committee Meeting

Courtyard Meeting Room
Utah Division of Archives and Records Service
346 S. Rio Grande St.
Salt Lake City, Utah 84101

27 January 2020, 11:30 AM

Committee Members Present

- Josh Bullough (chair), Records manager, Church of Jesus Christ of Latter-Day Saints
- Ken Williams, State Archivist and Director of Utah Division of Archives and Records Service
- Alycia Rowley, Program specialist, Utah Division of History
- Matthew D. LaPlante, News media representative, professor at Utah State University

Others Present

- Paul Tonks, general counsel, Office of the Attorney General
- Nicole Alder, legal assistant, Office of the Attorney General
- Kendra Yates, Chief Records Officer
- Susan Mumford, support staff, Utah Division of Archives and Records Service
- Rebekkah Shaw, RIM specialist, Utah Division of Archives and Records Service
- Avalon Snell, RIM specialist, Utah Division of Archives and Records Service
- Heidi Steed, RIM specialist, Utah Division of Archives and Records Service
- Renée Wilson, RIM specialist, Utah Division of Archives and Records Service

Josh Bullough called the meeting to order.

I. Administrative Rules

The sub-committee consisting of Josh Bullough, Ken Williams, Tracy Hansen, and Jacey Skinner received on Friday the administrative rules draft prepared by Kendra Yates; she will now distribute it to the rest of the committee and Paul Tonks for review.

Josh Bullough had a few questions about the drafted rules. "Committee members will receive a meeting folder from Archives support staff at least three business days before the scheduled meeting. Folders will include an agenda, retention schedules submitted for review and approval, and any other materials requiring review and discussion by the committee." He wondered if three business days was sufficient time. A brief discussion took place about when retention schedules should be submitted in relation to the meeting. The conclusion arrived at was "no later than three business days before" the Records Management Committee meeting would be sufficient, though Archives may put retention schedules in the shared folder before that point.

There was also a brief discussion about including an allowance for a “third-party” to attend a meeting and be heard. There is a precedent for having government agency representatives attend State Records Committee meetings, which is why that wording is in the draft. Third-parties for this committee would include State Archives staff, such as the RIM specialists and chief records officer, as well as records officers.

II. Series-specific retention schedule #29883: Antiquities Section archaeological site forms

<https://drive.google.com/file/d/1HF9HBmdi37GRIfI0AmaJs2pZO-mKEc9J/view?usp=sharing>

The Division of History would like to keep these records permanently. The records are similar to series [14527: Antiquities section archaeological reports](#), but are managed separately and are considered two separate sets of records. There are about 800 boxes of these records.

Ken motioned to approve the retention schedule for series #29883. Matthew and Alycia both seconded at the same time. The vote was unanimous in the affirmative.

III. General retention schedule #GRS-16555: Special assessment project governance records

https://docs.google.com/document/d/18Hd-PMEJbb8EIJoxb5qVJ7MOxlx0avJw6ykre_rLR8s/edit?usp=sharing

It was noted that had Rebekkah Shaw shared the draft and related information (via email) with Tracy Hansen, who was unable to attend the meeting, and that Tracy did not request changes or provide further feedback. As Tracy had voiced the dissenting vote at the last meeting, the members wanted to be sure that she was satisfied with the changes.

Matthew LaPlante motioned to approve general retention schedule #GRS-16555. Ken Williams seconded. The vote was unanimous in the affirmative.

IV. General retention schedule #GRS-551: Emergency response hazardous waste case files

https://docs.google.com/document/d/18SLyLwD_NvmYQhRxcXibDWplm6NqawWE1g67Hatxng4/edit?usp=sharing

The committee appreciated Rebekkah’s new format for sharing the general retention schedule draft with them, as it allows for easier digestion of all aspects of the draft.

The committee discussed the difference between a “minor” update and a “major” update of a general retention schedule, with Rebekkah sharing her logic for each type of update she has identified. Committee members will attend a State Archives’ Appraisal Committee meeting to gain a greater understanding of how the internal Archives update process works. “Major” and “minor” will be further refined as the Records Management Committee meets.

Ken Williams motioned to approve general retention schedule GRS-551. Alycia seconded. The vote was unanimous in the affirmative.

V. General retention schedule #GRS-355: National Crime Information Center (NCIC) records

https://docs.google.com/document/d/18SLyLwD_NvmYQhRygXibDWplm6NqawWE1g67Hatxng4/edit?usp=sharing

Rebekkah Shaw explained the schedule and how it is being updated.

Ken Williams motioned to approve general retention schedule #GRS-355. Alycia Rowley seconded. The vote was unanimous in the affirmative.

VI. Meeting minutes from November and December 2019

Ken Williams motioned to approve meeting minutes from November and December 2019. Josh Bullough opposed the motion.

Ken Williams motioned to approve the meeting minutes from November 2019. Matthew LaPlante seconded. The vote was unanimous in the affirmative.

Josh Bullough discussed concerns with the December minutes, as they did not mention the administration of the oath of office to Alycia Rowley and Matthew LaPlante. Josh also suggested that the minutes should mention the change in Division of History representative from Arie LeeFlang to Alycia Rowley. Paul Tonks said, "Sure."

Ken Williams motioned to table the approval of the December 2019 minutes until the February meeting so the minutes could be updated as suggested. Matthew LaPlante seconded. The vote was unanimous in the affirmative.

VII. Future meetings

Next month's meeting is on Monday, February 24th. In May, the meeting will fall on a holiday. The committee will wait until closer to the date to determine a course of action, whether to reschedule or cancel.

Ken Williams motioned to adjourn. Alycia Rowley seconded. The vote was unanimous in the affirmative.

The meeting adjourned at 12:18 PM.