

# State Records Management Committee Meeting Minutes

Utah Division of Archives and Records Service

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24 August, 2020, 11:30 AM

## Committee Members Present

- Josh Bullough (chair), Records manager, Church of Jesus Christ of Latter-Day Saints
- Ken Williams, State Archivist, Division of Archives and Records Service
- Matthew LaPlante, News media representative, professor at Utah State University
- Drew Mingl, Open Data administrator, Division of Technology Services
- Jacey Skinner, Government relations attorney at Ballard Spahr, LLC

## Others Present

- Kendra Yates, Chief Records Officer, Utah State 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
- Matt Pierce, RIM specialist, Utah Division of Archives and Records Service
- Debbi Class, appointed records officer, Department of Workforce Services
- Paul Tonks, Assistant Attorney General, Attorney General's Office

Josh Bullough called the meeting to order at 11:30 AM

## I. Business

- Ken Williams moves to approve the July 2020 minutes, Drew Mingl seconds. July 2020 minutes unanimously approved.

## II. Unemployment Insurance (UI) contribution employer records (SSRS 83978)--Continued

- Submitted by Renee Wilson
- Renee Wilson worked with Debbi Class at Department of Workforce Services (DWS) to figure out what is specifically in the database and what the information is used for. The updated retention to 3 years after final action (business closure) or administrative need ends (until records no longer have value) matches the federal minimum of 3 years while taking research value and long term needs into consideration. Administrative need is defined in the appraisal note, viewable in the report for SSRS 83978.
- Debbi Class has assured the committee that information is rarely (if ever) deleted after 3 years because DWS has greater need for that data in long term administrative terms. She is also

hoping this sets a precedent for their other series-specific schedules related to records in a database.

- Jacey Skinner moves to approve the schedule as presented (Retain 3 years or until administrative need is met, whichever is greater, then destroy); Ken seconds.
- The schedule is unanimously approved.

### **III. Criminal history determination records (SSRS 30001)**

- Submitted by Matt Pierce
- Matt Pierce explained to the committee that this schedule refers to the submitted application of an individual to obtain a determination about whether their criminal history will prevent them from obtaining a professional license, and includes the agency's determination and recommendations, as well as the applications. It is a new process, as of 2019, but is related to the licensing process in general. The criminal history determination application can be submitted before or during the license application process. Carol Inglesby, an appointed records officer with Department of Commerce, requested 10 years because it will match the retention of their other licensure series. The 10 year retention also provides applicants a history of the determination and recommendations for what to do to obtain a license. Occupational licenses are on two-year renewal cycles, so 10 years covers multiple cycles-worth of licensure applications, and is also sufficient for the criminal history determinations.
- Matthew LaPlante moves to approve the schedule, Ken Williams seconds.
- This schedule is unanimously approved.

### **IV. Other Business**

- Kendra Yates is still working on guidelines for 3rd party vendor contracts and will be bring them for review at a future meeting.
- Next committee meeting is scheduled for September 28, 11:30 AM; quorum confirmed.

Meeting adjourned at 11:59 AM