

Records Management Committee Meeting Minutes

Monday, January 24, 2022

11:30 a.m. to 1:00 p.m.

Utah Division of Archives and Records Service

346 S. Rio Grande St SLC, UT 84101

[Google Hangouts Meet](#)

In attendance:

Committee members:

Drew Mingl, Josh Bullough, Tracy Hansen, Rebekkah Shaw (director of Division of Archives and Records Service's designee for this meeting), Jacey Skinner, Christopher Merritt.

Others:

Kendra Yates, Heidi Steed, Matt Pierce, Paul Tonks, Renee Wilson, Michelle Adams, Avalon Snell, Susan Mumford.

Call to Order:

Josh Bullough called the meeting to order at 11:30 am.

Business

Oath of Office

Oath of office for Christopher Merritt administered by Michelle Adams. Christopher Merritt is replacing Alycia Rowley as the committee member designated by the director of the Division of History.

Anchor Location Notice

Josh Bullough read the following statement: pursuant to Utah Code Ann. § 52-4-207(4), the Records Management Committee found that holding a public meeting with an anchor location presents a substantial risk to the health and safety of those present, due to the infectious nature and potentially dangerous health effects of contracting the COVID-19 virus.

Approval of November 2021 meeting minutes

Drew Mingl motions to approve the minutes and Jacey Skinner seconds. The motion is approved unanimously.

Retention Schedule Review and Approval

Archaeological project records (GRS-16584)--New: Submitted by Matt Pierce

Matt states that this schedule was requested by SITLA, who has archaeological records that they need to manage. There are some other agencies who also create archaeological records, including the Division of State History, so creating a new general retention schedule for these made sense.

Drew Mingl asks Christopher Merritt if the records created by various state agencies and those held and created by the State Historic Preservation Office (SHPO) are duplicative. Chris states that many records are duplicated with SHPO, but SITLA, and other agencies who submit records to SHPO, would have unique records as well, such as field notes and ancillary materials not required to be submitted to SHPO. Drew asks about federal land and agencies. Chris clarifies that in federal statute, SHPO is designated at the central repository for all archaeological and historic building information for the state, regardless of land jurisdiction. This includes federal Bureau of Land Management (BLM) land; so SHPO is the data steward for relevant BLM records. However, there will be records that those agencies have that SHPO does not have. SHPO has been working for several years to ingest all of the relevant legacy records so that their collection is complete.

Christopher Merritt comments that the preferred spelling for the term used for state records is archaeology, with the second letter "a" included (as opposed to archeology). He noticed that it is spelled inconsistently in the GRS-16584 title, description, and Explanation for Update document. Matt Pierce states that he will correct the spelling in the GRS-16584 description so that it includes the second "a."

Tracy Hansen motions to adopt schedule GRS-16584 as presented; Rebekkah Shaw seconds the motion. The schedule is adopted unanimously.

Other Business

Next meeting scheduled

Kendra Yates informs the committee that there will probably be an anchor location at next month's meeting, in addition to an electronic option. The anchor location would be at the State Archives building in Salt Lake City.

The next meeting is scheduled for February 28, 2022, at 11:30 a.m. and there is expected to be a quorum.

Josh Bullough adjourned the meeting at 11:46 a.m.