

August 2022 Records Management Committee Meeting Minutes

Monday, August 22, 2022 - 1:03 p.m. to 1:48 p.m.

Utah Division of Archives and Records Service
346 S Rio Grande St
Salt Lake City, Utah 84101
[Google Hangouts Meet](#)

Present

Committee Members Present:

Josh Bullough, Ken Williams, Matthew LaPlante, Jacey Skinner, Tracy Hansen, Veronica Solano Arangure

Committee Members Absent:

Drew Mingl

Others Present:

Matthew Pierce, Renée Wilson, Heidi Steed, Linda Gallacher, Kendra Yates, Whitney Phillips, Michelle Adams, Rebekkah Shaw, Paul Tonks

Business

Ken Williams called the meeting to order at 1:03pm

Approval of June 2022 meeting minutes

- Ken Williams opened the floor for discussion. No discussion.
- **Motion:** Tracy Hansen moved to approve the minutes. Jacey Skinner seconded the motion.
- **Roll Call Vote:** Josh Bullough, Matthew LaPlante, Jacey Skinner, Tracy Hansen, approve the motion. Ken Williams abstains. Veronica Solano Arangure was not present for the vote.

Retention Schedule Review and Approval

Land use lease agreements (GRS# TBD; GRS Proposal 2210) -- New GRS - Submitted by Matt Pierce

- Matt Pierce explained that there is a need at a variety of state government agencies to maintain land use and lease agreements, so it was determined that a general schedule should be created to meet the need across agencies. Matt explained that some local government agencies had concerns about the permanent nature of telecommunications leases, and it was suggested that part of the schedule be removed. He also suggested removing agricultural leases from the description.

- Ken Williams asked whether a general retention schedule for the grazing permits noted as exempt in this schedule existed. Matt mentioned he believed that it did. Josh Bullough asked to add clarifying language in the series to direct people to the grazing permits schedule.
- Tracy Hansen asked about whether this was a general retention schedule or an agency-specific retention schedule. Matt Pierce noted that it was a general records retention schedule because it applies to two or more agencies.
- Josh Bullough motioned to approve schedule as written. Tracy Hansen asked for clarification about “as written” because the written notes provided to the committee stated that telecommunication and agriculture were included, but it was mentioned in discussion they needed to be removed. Josh amended his motion to suggest that the schedule needed to go back to the review stage and come back to the committee at the September meeting.
- **Motion:** Josh Bullough motioned to have the schedule reviewed and edited, including editing the description of the schedule to remove leases not applicable, and to clarify which records are included and not included in the schedule, and to present the edited schedule to the committee at the September meeting. Tracy Hansen seconded.
- **Roll Call Vote:** Josh Bullough, Ken Williams, Matthew LaPlante, Jacey Skinner, Tracy Hansen voted to approve the motion. Veronica Solano Arangure did not vote.

Veronica Solano Arangure was sworn in as a member of the committee by notary public Michelle Adams, of the AG office.

Next meeting is scheduled for September 26, 2022. Committee members were polled about their attendance. Tracy Hansen stated she would not be available; Jacey Skinner also noted she may not be able to attend. All other members noted they could attend. A quorum was verified.

Paul Tonks, former Assistant Attorney General, provided the committee with training on the Open Public Meetings Act (OPMA) according to Utah Code 52-4-104 (2018).

- Tracy Hansen motioned to adjourn the meeting. Ken Williams seconded.

Meeting was dismissed at 1:48 p.m.