

Records Management Committee Meeting

Monday, September 26, 2022

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 August 2022 meeting minutes

Retention Schedule Review and Approval

- Land use lease agreements (GRS# TBD) —New, Continued from last month
 - Submitted by Matt Pierce
- Department of Corrections Communication Records ([agency-specific GRS, Schedule 3](#)) —Updated
 - Submitted by Matt Pierce
 - Includes the following schedules:
 - GRS-2266 Forwarded...mail logs —Update (Crosswalk to GRS-1720, Transitory tracking records)
 - GRS-2265 Certified mail receipts —Update (Crosswalk to GRS-1720, Transitory tracking records)
 - GRS-2272 Postage logs —Update (Crosswalk to GRS-1720, Transitory tracking records)
 - GRS-2267 Indigent mail logs —Update (Crosswalk to GRS-1720, Transitory tracking records)
 - GRS-2275 Resident telephone logs —Close
 - GRS-2274 Resident long distance...logs —Close
 - GRS-2273 Privileged mail log —Update (Crosswalk to GRS-2269, Inmate mail records)
 - GRS-2271 Inmate-to-inmate correspondence request log —Update (Crosswalk to GRS-2269, Inmate mail records)

- GRS-2268 Inmate forwarding address file —Update (Crosswalk to GRS-1720, Transitory tracking)
- GRS-2270 Inmate mail money receipts —Update (Crosswalk to GRS-1720, Transitory tracking)
- Regulated system logs (SSRS 30407) —New
 - Submitted by Renée Wilson

Other Business

- Next meeting scheduled
- Committee members' attendance polled for next meeting, quorum verification