

# Records Management Committee Meeting

Monday, October 24, 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 September 2022 meeting minutes

### Retention Schedule Review and Approval

- Department of Corrections Offender Supervision Records ([agency-specific GRS, Schedule 9](#)) —Updated
  - Submitted by Matt Pierce
  - Includes the following schedules:
    - GRS-2390 *Prison Commitment Registers*
    - GRS-2381 *Inmate Reference Cards*
    - GRS-2378 *Inmate photos-positive*
    - GRS-2377 *Inmate photos-negative*
    - GRS-2375 *Inmate Master File*
    - GRS-2365 *Control Logs*
    - GRS-2364 *Contraband Confiscation Logs*
    - GRS-2265 *Certified mail receipts*

### Other Business

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