

October 2022 Records Management Committee Meeting

Monday, October 24, 2022, 1–1:30 PM

Utah Division of Archives and Records Service
346 S Rio Grande St, Salt Lake City, Utah 84101

[Google Hangouts Meet](#)

Attendance

Committee Members Present

- Drew Mingl (chair), Public finance representative
- Jacey Skinner, Utah State Bar member
- Josh Bullough, Private sector representative
- Rebekkah Shaw, Director's designee, Division of Archives and Records Service
- Veronica Solano Arangure, Director's designee, Utah Division of History

Committee Members Absent

- Tracy Hansen
- Matthew LaPlante

Others Present

- Brian Swan, Assistant Attorney General
- Cami Beach, Department of Corrections
- Kendra Yates, Chief Records Officer, Utah Division of Archives and Records Service
- Mark Smith, Division of Finance, Utah Department of Government Operations
- Matt Pierce, RIM Specialist, Utah Division of Archives and Records Service
- Matthew Anderson, Department of Corrections
- Renée Wilson, RIM Specialist, Utah Division of Archives and Records Service
- Maren Peterson, RIM Specialist, Utah Division of Archives and Records Service

Business

Call to Order at 1:00 PM by Drew Mingl.

Approval of September 2022 meeting minutes

Rebekkah Shaw motioned to approve the minutes; Veronica Arangure seconded. A roll call vote was taken. Josh Bullough, Veronica Arangure, Rebekkah Shaw, and Drew Mingl voted to approve.

Jacey Skinner joined the meeting shortly after this item of business was completed and so did not vote.

Retention Schedule Review and Approval

Department of Corrections Offender Supervision Records (agency-specific General Retention Schedule, Schedule 9) —Updated

Submitted by Matt Pierce

The Committee reviewed all the updates first before making any motions:

[GRS-2390: Prison Commitment Registers](#)

This is being crosswalked into two schedules, [GRS-16585: Offender tracking records](#), and [GRS-16586: Offender transient tracking records](#). It applied to old handwritten books which were transferred to State Archives in November 2021.

There was a brief discussion about the difference between closing a general schedule versus crosswalking to a new schedule. Matt and Cami explained that a crosswalk helps people in the future to find an open general schedule to use.

[GRS-2381: Inmate Reference Cards](#)

Being crosswalked into [GRS-16585: Offender tracking records](#). These were 3-by-5-inch index cards in a cabinet, which are no longer being created.

[GRS-2378: Inmate photos-positive](#) and [GRS-2377: Inmate photos-negative](#)

Both schedules are being crosswalked into [GRS-16585: Offender tracking records](#). These were negatives of photos Corrections used to have. Current photos are digital and auto-uploaded to the inmate tracking system, though gang tattoo photos are kept in the STG file or investigative file and would fall under those records' retention.

[GRS-2375: Inmate Master File](#)

Being crosswalked to [GRS-1720: Transitory tracking records](#). These records were cross references between other records.

[GRS-2365 Control Logs](#)

Being crosswalked into [GRS-16585: Offender tracking records](#). These types of records are tracked in O-Track now.

[GRS-2364 Contraband Confiscation Logs](#)

Being crosswalked into [GRS-2380: Inmate property records](#), which notates contraband specifically.

[GRS-2265: Certified mail receipts](#)

Being crosswalked to [GRS-1720: Transitory tracking records](#).

Rebekkah Shaw motioned to approve the schedule updates as presented. Josh Bullough seconded. A roll call vote was taken and all approved.

Other Business

Next meeting scheduled for Monday, 28 November 2022, 1:00 PM.

All Committee members present confirmed they are available for November's meeting.

Drew Mingl motioned to adjourn. Rebekkah Shaw seconded.

Dismissal at 1:28 PM.