

## Meeting Minutes

### **Records Management Committee Meeting**

Monday, February 27, 2023

Utah Division of Archives and Records Service

346 S Rio Grande St, Salt Lake City, Utah 84101

[Google Hangouts Meet](#)

**Board members in attendance:** Drew Mingl, Matthew LaPlante, Tracy Hansen, Rebekkah Shaw (State Archivist Designee), Veronica Arangure, Josh Bullough, and Jacey Skinner.

**Others Present:** Matthew Pierce, Kendra Yates, Maren Peterson, Heidi Steed, Renee Wilson, Brian Swan (legal counsel for the Committee), Taylor Bullough (UDOT), Dallin Mangels (UDOT), Brandi Trujillo (UDOT), Rod McDaniels (UDOT), Mandy Knowlden (UDOT), Heidi Thomas (UDOT), Whitney Phillips, and Phil Vernon.

**Chair Drew Mingl called meeting to order at 1:01pm**

#### **Business:**

##### **Approval of January 2023 meeting minutes**

Board member Matthew LaPlante motions to approve meeting minutes. Board member designee Rebekkah Shaw seconds. In favor: Matthew LaPlante, Rebekkah Shaw, Tracy Hansen, Drew Mingl, Josh Bullough. Abstains: Veronica Arangure, who was not present at the January meeting. Absent: Jacey Skinner had not yet arrived.

#### **Retention Schedule Review and Approval:**

##### **Anonymized Express Lanes data (SSRS 30463)--New schedule for UDOT**

Drew Mingl expresses interest in this series review.

Jacey Skinner joins the meeting.

Renee Wilson asks visitors from the Utah Department of Transportation (UDOT) to introduce themselves: Taylor Bullough, Brandi Trujillo, Rod McDaniels, Dallin Mangels, Heidi Thomas, and Mandy Knowlden.

Renee introduces three series created for express lane information collected by UDOT. The first two schedules were created in line with General Retention Schedules and are not presented for review. The third series, Anonymized Express Lane data, is presented for review.

The retention, "retain until administrative need ends," is presented by Renee as similar to that of a Department of Workforce Service series that covers similarly anonymized data, which is

maintained over a long term in order to show program trends, as reflected in the series' Administrative Need statement. Renee asks for questions and discussion.

Drew Mingl asks for clarification about what data is being collected in this process and how. Taylor explains that personal account information is kept separately from driver key information that is read through RFID. Drew and Taylor engage in some additional technical discussion.

Matthew LaPlante asks for an average administrative need timeline for the data. Taylor responds that the need is longer. Dallin adds for emphasis that the transponder stick anonymized data does not contain personal or account information. Matthew asks for a more specific timeline on administrative need and expresses discomfort with the "administrative need" retention because it can mean anything from "one day or eternity." Matthew asks if the agency has a minimum boundary they would be comfortable with adding to the retention. Rod McDaniels responds with justification for the open-ended retention. Drew asks if the Federal government has data guidelines that apply to this data; Rod responds that this is not regulated data.

Continued discussion about minimum retention. Joshua Bullough responded that "administrative need" may need to be defined more specifically. Matthew LaPlante makes suggestion to change administrative need to five years or until the end of administrative need. Agency representatives understand that the issue being discussed is the minimum retention. Renee Wilson suggests a three year minimum retention period for the series. Matthew LaPlante makes a motion to approve the retention schedule with the addition of a three-year minimum retention at the low boundary. There is some confusion about the retention trigger (when the three year retention begins), but ultimately the motion is to approve the retention schedule with the addition of a minimum three-year retention in addition to administrative need at the top end. Tracy seconds the motion. Votes in favor: Veronica, Jacey, Joshua, Tracy, Matthew, Rebekkah. The motion passes.

### **General Retention Schedule Categorization Project: Explanation and Review**

Heidi Steed presents the General Retention Schedule Categorization and Usability Improvements project as detailed in the meeting materials.

Matt Pierce presents State Government Categories Draft as part of the above project, also included in meeting materials.

Drew Mingl asks about technical implementation of categories. Heidi responds that the analysis is the first step before reviewing technical options.

Drew shares other categorical analysis work and commends Heidi and Matt for the project. Tracy asks a question about including retention schedules in more than one category. Heidi responds that a functional analysis may reduce the need for that.

Drew asks if there are any action items related to this. Heidi responds that the intent of the presentation was to make committee members aware of possibly increasing numbers of General Retention Schedule reviews in the coming months.

***Other Business:***

The next Records Management Committee meeting is scheduled for March 27, 2023, at 1 pm.

**Meeting adjourned at 1:51pm**

Approved