

Records Management Committee Meeting Minutes

Monday, May 22, 2023 - 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](#)

Attendees:

Board Members

Drew Mingl - Board Chair, Josh Bullough, Veronica Solano Arangure, Jacey Skinner, Matthew LaPlante, Jim Kichas (State Archivist Designee). **Board Members Absent:** Tracy Hansen, Ken Williams (State Archivist)

Others

Archives Staff Representatives: Kendra Yates, Renee Wilson, Matt Pierce, Heidi Steed, Maren Peterson, Valerie Jacobson

Attorney General Representation: Brian Swan

Utah State Board of Education Representation: Ben Rasmussen

Drew Mingl called the meeting to order at 1:08pm

Business

• Approval of April 2023 meeting minutes

Jacey Skinner motioned to approve the April 2023 Meeting Minutes, Veronica Solano Arangure seconded the motion. No discussion from the board. All members in attendance vote to approve minutes, except Jim Kichas who abstains - he didn't attend the April 2023 meeting. Motion passes.

• Continuance from March:

Status update and discussion regarding questions raised by Committee members during the March 2023 meeting and assigned to Assistant Attorney

General for the Records Management Committee, Brian Swan, to research and provide clarification. Brian Swan has issued a Memorandum regarding the issue.

• Retention Schedule Review and Approval:

Special education records (GRS-1476)--Updated - Submitted by Matt Pierce

The board discussed the merits of the proposed retention schedule. Ben Rasmussen was present to provide clarifications to the board. After discussion, Matt LaPlante motioned to approve the retention as written in the proposal, Joshua Bullough seconded the motion. Jacey asked if the board had to take action and Kendra Yates asked for clarification on whether the staff had the authority to add clarifying language to the schedule without the board's approval.

Attorney Brain Swan confirmed that the board needed to take action, as per the board's mandate, and that it was needed for the staff to take action on the proposal in this instance. Drew took a vote of board members; the board approved the motion unanimously.

Other Business

- The next board meeting was scheduled for June 26, 2023

Drew Mingl adjourned the meeting at 1:52pm

Approved