AMCA ARIZONA MUNICIPAL CLERKS' ASSOCIATION	**ARIZONA MUNICIPAL CLERKS' ASSOCIATION** **RECORDS MANAGEMENT COMMITTEE MEETING** **Thursday, February 20, 2025** **9:00 a.m.** **Google Meet**

Committee Members:

- Annie Meredith – Board Liaison
- TBD, AZ LAPR Liaison
- Victoria Roedig, Chair
- Tami Mayes, Co-Chair
- Jesus Acedo
- Steven Aguilar
- Debbie Altman
- Kristen Lecuyer-Benavidez
- Charity Brooks
- Liz Camacho
- Shannon Davis
- Karen Doncovio
- Sehreh Goodman
- Patti Hageman
- Andy Juarez
- Julie Knoll
- Lara Loewenheim
- Lily Meier
- Ian Newcomb
- Lisa Nottebaum
- Kaitlynn Reeves
- Leah Rhodes
- Kristi Salskov
- Cara Smothers
- Maria Talamante
- Bridgette Rhodehouse

1. Call to Order (minute taker: TBD)

2. Roll Call

3. Old Business
   a. Discussion and possible approval of January 16, 2025, meeting minutes (attached)

4. New Business
   a. Updates from Subcommittees
      i. Training Subcommittee
      ii. Retention Schedule Subcommittee
      iii. AI Subcommittee
      iv. Electronic Records and Databases Subcommittee

5. Good of the Order/Reports from Committee Members
    a. Annie Meredith – Executive Board meeting update

    b. Roundtable

6. Next Meeting Date: March 20, 2025

7. Adjournment

Victoria Roedig
Records Management Committee Chair

ARIZONA MUNICIPAL CLERKS' ASSOCIATION
RECORDS MANAGEMENT COMMITTEE MEETING

Thursday, January 16, 2025
9:00 a.m.
Google Meet

1. Call to Order (minute taker: Lily Meier)

Chair Victoria Roedig called the meeting to order at 9:00 a.m.

2. Roll Call

Chair Roedig conducted roll call noting a quorum was present.

The following Records Management Committee (RMC) members attended via Google Meet:

Victoria Roedig, Chair – Queen Creek; Tami Mayes, Co-Chair - Cottonwood; Charity Brooks –Clarkdale; Liz Camacho – Buckeye; Shannon Davis – Lake Havasu City; Karen Doncovio – Tempe; Sehreh Goodman – Prescott Valley; Patti Hageman - Gilbert; Andy Juarez - Maricopa; Julie Knoll - Avondale; Lily Meier; Ian Newcomb - Florence; Lisa Nottebaum – Chino Valley; Kaitlynn Reeves – Buckeye; Leah Rhodes – Camp Verde; Cara Smothers – Yuma; Annie Meredith, Board Liaison, and Bridgette Rhodehouse.

Absent:
Jesus Acedo-Tucson; Steven Aguillar – Mesa; Debbie Altman – Peoria; Kristen Lecuyer-Benavidez – Phoenix; Lara Loewenheim – Cochise County; Maria Talamante – Tucson; and Kristi Salskov-Pinetop-Lakeside.

3. Old Business

a. Discussion and possible approval of October 17, 2024, meeting minutes

On motion of Co-Chair Tami Mayes, seconded by Committee Member Charity Brooks, and carried unanimously to approve the October 17, 2024, meeting minutes.

4. New Business

a. Updates from Subcommittees

i. Training Subcommittee
ii. Retention Schedule Subcommittee
iii. AI Subcommittee
iv. Electronic Records and Databases Subcommittee

Chair Roedig stated that the Training Subcommittee met before Fall Best Practices to discuss the Essential Records presentation. She reached out to the Education Committee following the event and received all positive feedback from its members.

Chair Roedig asked if any members present had additional feedback regarding the presentation.

Co-Chair Mayes congratulated Chair Roedig on a job well done.

Chair Roedig stated the subcommittee will meet again after the Education Committee's next meeting once it is determined which event they would like the subcommittee to be involved in next.

Chair Roedig asked Co-Chair Mayes for an update on the Retention Schedule Subcommittee.

Co-Chair Mayes shared that the subcommittee met this week and identified the retention schedule spreadsheet discussed in a prior meeting. Members will meet again in a few weeks to review individual questions on the

spreadsheet and determine next steps.

Chair Roedig stated that the AI Subcommittee met again to discuss findings from members' initial research. Members will be reviewing each other's work this month to get a better understanding of the topic and will meet again towards the end of January or early February to compile ideas for a presentation to be given back to the organization.

Chair Roedig asked if there was an update for the Electronic Records and Databases Subcommittee.

Co-Chair Mayes stated that subcommittee has not met yet, but she intends to send out a meeting notification next week to determine members' availability for an initial meeting.

5. Good of the Order/Reports from Committee Members

a. Annie Meredith – Executive Board meeting update

Annie offered updates on the following items:

- The Executive Board did not get together over the holidays but will be meeting next week.
- Recruitment is underway to find members willing to be on the ADHOC Committee established to update the Strategic Plan. If anyone is interested in volunteering, the board is hoping to have representatives from all of the regions.

b. Roundtable

Chair Roedig asked if members had any comments for the board.

Board Liaison Annie Meredith asked if members could share trainings outside of AMCA that can be used for records education and inquired as to what organizations can help clarify record ownership and retention practices.

Chair Roedig shared that she finds organizations like NAGARA, AIIM, and ARMA to be helpful resources. The National Archives are also helpful from a federal perspective.

Board Member Sehreh Goodman noted that the IIMC also has some resources available on their website.

Board Member Andy Juarez stated that regarding records ownership within the Clerk's Office, he advises his departments to consider who acts as the end destination for a particular record. For citywide contracts, the Clerk's Office is responsible for their preservation. For documents that primarily impact other departments, he encourages them to remain the custodian of that record.

Board Member Lily Meier seconded the suggestions provided by Chair Roedig, stating that she finds NAGARA and ARMA to be good foundational resources. NAGARA has a number of webinars available at low cost.

Board Member Julie Knoll commented that the ASLARP "Ask a question" feature can also be used to gain clarification on each type of record to provide additional documentation and reasoning to departments.

Board Liaison Annie Meredith thanked members for their feedback.

Chair Roedig asked if there were any further questions.

Board Member Andy Juarez asked what other organizations do with the phones or messages of former employees to manage public records requests for text messages.

Chair Roedig stated it would depend on whether a system like SMARSH is utilized to help manage text message retentions. If no such system is available, it would be harder to manage messages made on personal devices.

Board Member Patti Hageman shared the Town of Gilbert also uses SMARSH to ensure that text messages can be captured, retained, and purged within the system.

Board Member Andy Juarez asked if the process is different for employees who receive a stipend for their personal cell phones versus an employee with a city-issued phone.

Chair Roedig stated that when she has given recommendations for text-message management in the past she

suggested that phone stipends be eliminated, and only city-issued phones be utilized for the retention of text messages. In the event this was not possible due to budget limitations, she recommended prohibiting the use of text messages and using a controlled channel like Teams to send instant messages instead. Implementation of a policy like this would depend on the organization's tolerance for something so restrictive.

Board Member Patti Hageman commented that the Town of Gilbert no longer offers stipends for the use of personal phones.

Chair Roedig added that NAGARA has a webinar from about two years ago with the City of Issaquah, WA, on developing a text message policy. She was able to talk with the presenter afterwards and noted they seemed open to sharing their experience and ideas for handling text message problems.

Board Member Andy Juarez thanked everyone for their responses and asked if anyone present had ever dealt with Fisheye Investigation Group regarding public records request for PD personnel files.

Board Member Lisa Nottebaum asked if there was a name associated with Fisheye Investigation Group.

Board Member Andy Jaurez responded no, they just requested any personnel files and disciplinary records for a total of eighteen officers, but limited additional details were provided by the requestor. He was simply curious if anyone has dealt with them in the past.

Board Member Lisa Nottebaum stated she has not encountered that group.

Chair Roedig stated she has not dealt with that group either but noted that if it was for PD files the Police Department would have likely received the request directly and she would not necessarily have seen it.

Board Member Andy Juarez stated that he will share his experience with everyone once another meeting is held.

6. **Next Meeting Date: February 20, 2025**
   Minute Taker: To Be Announced

7. **Adjournment**

Without any further items or questions, the meeting was adjourned at 9:21 a.m.

Submitted by:
Lily Meier