



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
RECORDS MANAGEMENT
COMMITTEE MEETING**

**Thursday, May 13, 2021
9:00 a.m.
Teleconference at (800) 220-9875
Participant Code: 23543649#**

Committee Members: Ben Lane, Chair; Cathie Butteweg, Co-Chair; Karen Doncovio; Lori Dyckman; Rachael Hall; Hilary Hiser; Andy Juarez; Karla Lange; Shawna Lee, Linda Mendenhall; Joy Maglione; Holly Moseley; Leah Rhodes; Marissa Romo; Maria Talamante; Jennifer Wiita; and Darcie McCracken (Board Liaison)

1. Call to Order
2. Roll Call
3. New Business
 - a.) Approval of April 8, 2021 Meeting Minutes (Attachment A)
 - b.) Update: Revisions to Records Management Committee Section of AMCA Handbook
 - c.) Update: Arizona State Library and Archives Sunset Provision
 - d.) Update: AMCA Records Series
4. Good of the Order/Comments from Committee Members
5. Adjournment

Attachment A



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
RECORDS MANAGEMENT COMMITTEE
MEETING MINUTES
Thursday, April 8, 2021**

1. Call to Order

Meeting was called to order by Chair Ben Lane at 9:03 a.m.

2. Roll Call

The following members attended conference call: Ben Lane – Scottsdale, Chair; Cathie Butteweg – Scottsdale, Co-Chair; Karen Donocovio – Tempe; Rachael Hall – Show Low; Hilary Hiser – Marana; Andy Juarez – Maricopa; Karla Lange – Casa Grande; Joy Maglione – Queen Creek; Linda Mendenhall – Avondale; Holly Mosley – Mesa; Leah Rhodes – Sahuarita; Marissa Romo – Litchfield Park; and Jennifer Wiita – Prescott.

Absent: Darcie McCracken – Board Liaison; Lori Dyckman – Peoria; Shawna Lee – Tucson; and Maria Talamante – Tucson.

3. New Business.

a. Review and Discussion Regarding Possible Revisions to Records Management Committee Section of AMCA Handbook.

Chair Lane opened discussion about revisions to the Records Management Committee Section of the AMCA Handbook. The committee reviewed the section and made the following suggestions:

Introductory Paragraph

- inserting bullet points to make the paragraph easier to read
- removing the word “State”

The Records Management Committee Chair/Co-Chair Shall:

- Insert word “or” in the title
- Item 3, update language
- Item 5, revise language to move “Annually review the AMCA Handbook and policies” under the duties of the Records Management Committee, and revise language.
- Item 6, reword the language for clarity.
- Items 7 and 9, change “vice” to “co” chair.

The Records Management Committee shall:

- Items 1 and 2, soften the language, as the committee does not work along side representative of the Arizona State Library Archives and Records Division, rather they

work in cooperation. Chair Lane will draft revised language and send out for the committee's review.

- Item 3, change "recommendation" to "recommendations" and adding language "including an annual review of the AMCA records schedule".
- Item 4, add "including a review of the Records Management Handbook Template every three years".
- Item 5, add reference to working with the State Library on essential records submissions.
- Item 6, move to Records Management Committee/Co-Chair section.
- Item 7, reword to correctly reflect the responsibility for assignment of taking and forwarding minutes between the Chair, Co-Chair and Committee members.

b. Communication from Arizona State Library and Archives

Co-Chair Butteweg read an email received from the State Library about a RM-Municipalities Group. Hillary Hiser and Andy Juarez confirmed they had received the same email. Chair Lane said he send an email asking to be invited; however, received no response. He said he has received feedback from other clerks that this communication is needed to receive updated information on schedule changes. Co-Chair Butteweg will forward the email from the State Library to the committee.

Hillary Hiser provided information on proposed legislative action for the continuation and funding of the State Library and Archives. The Committee had a robust discussion about the importance and critical need of the State Library. It was agreed that the State Library was essential to disseminate consistent general retention schedules for all record-keeping entitles. The Committee supported Chair Lane taking the issue to the AMCA Executive Board to encourage discussions with the League and support for any proposed legislation to extend and fund the State Library and Archives.

4. Next Meeting Date: Tentatively May 6, 2021 at 9:00 a.m.
5. Adjournment – 9:50 a.m.

Karen Doncovio moved to adjourn. Andy Juarez seconded the motion, which passed unanimously.

Respectfully submitted by:

Cathie Butteweg
City of Scottsdale