



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

**Thursday, June 3, 2021  
10:00 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 May 13, 2021 Meeting Minutes (Attachment A)
  - b.) Update: Arizona State Library and Archives Sunset Provision
  - c.) Update: AMCA Records Series
4. Good of the Order/Comments from Committee Members
5. Next Meeting Date
6. Adjournment

# **Attachment A**



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

**Thursday, May 13, 2021  
9:00 a.m.**

**1. Call to Order**

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

**2. Roll Call**

The following members attended via teleconference:

Ben Lane, Chair; Cathie Butteweg, Co-Chair; Karen Doncovio; Hilary Hiser; Andy Juarez; Joy Maglione; Holly Moseley; and Darcie McCracken, AMCA Board Liaison.

Absent:

Lori Dyckman; Rachael Hall; Karla Lange; Shawna Lee; Linda Mendenhall; Leah Rhodes; Marissa Romo; Maria Talamante; and Jennifer Wiita.

**3. New Business**

**a. Discussion and Possible Approval of April 8, 2021 meeting minutes**

A motion was made by Cathie Butteweg, seconded by Andy Juarez, to approve the Records Management Committee meeting minutes of April 8, 2021.

Motion passed unanimously.

**b. Update: Revisions to Records Management Committee Section of AMCA Handbook**

Chair Ben Lane presented the proposed revisions at the Executive Board meeting in April and the changes were approved with one revision made to the language of approving the minutes and how that is transmitted to AMCA. He will send the final draft of the new section to be published in next year's handbook. He thanked the committee for the feedback and suggested changes.

**c. Update: Arizona State Library and Archives (ASLAPR) Sunset Provision**

Hilary Hiser mentioned an issue with ASLAPR having to go through sunset rules periodically and announced they were approved for funding for another year. Chair Ben Lane reported that records management is essential and said he would talk to ASLAPR first to ask if they have attempted to push legislation through to exempt them from the sunset provision. He said the Executive Board suggested talking to Rene Guillen with the Arizona League of Cities and Towns

for possible options. He noted the Executive Board believed it would be beneficial if the Secretary of State would take the lead on this endeavor.

In response to a question from Andy Juarez, Chair Ben Lane commented that he believes the funding for ASLAPR was only approved for one year. Hilary Hiser mentioned the funding may be for a couple of years, but she would need to confirm.

**d. Update: AMCA Records Series**

Chair Ben Lane updated the committee that he would compile the updated information on the AMCA records series into a new version by June for review. He said once all members have reviewed the series and provided feedback, he would submit to the Executive Board for their review and possible approval.

**4. Good of the Order/Comments from Committee Members**

Darcie McCracken announced the Executive Committee is actively looking for applications for AMCA Secretary. She added the Board is meeting next week to discuss policies and invited interested members to call in.

Andy Juarez commented his clerk is working with legal staff and IT staff on the protocol for retaining emails. He will share those updates later.

Chair Ben Lane requested the next committee meeting be held June 3, 2021, at 10 a.m. He noted the Executive Board meets again on June 17 and he can bring them the records series updates.

**5. Adjournment**

A motion was made by Andy Juarez, seconded by Karen Doncovio, to adjourn the meeting at 9:20 a.m.

Motion approved unanimously.

*Respectfully Submitted by:  
Holly Moseley  
City of Mesa*