



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

**Thursday, April 20, 2023  
10:00 a.m.  
Microsoft Teams**

**Committee Members:**

- Carla Reece – Board Liaison
- TBD, ASLAPR Liaison
- Ben Lane – Chair
- Cathie Butteweg, Co-Chair
- Kristen Benavidez
- Amy Beyleryan
- Charity Brooks
- Patricia Buchanan
- Melissa Buckley
- Sara Burchill
- Karen Doncovio
- Christy Estavillo
- Sehreh Goodman
- Patti Hageman
- Wendy Henson
- Andy Juarez
- Joy Maglione
- Yvette McKinney
- Victoria Roedig
- Sharla Sanders
- Jennifer Wiita

**1. Call to Order**

Minute Taker: Patricia Buchanan

**2. Roll Call**

**3. Old Business**

- a. Discussion and possible approval of March 16, 2023 meeting minutes (attached)
- b. Review minute taker list (attached)

4. New Business

a. Proposed Committee Goals for this Year

- i. Review AMCA Records Officer Handbook Template

b. Topics to discuss at future meetings

- i. Review of RMC Section of AMCA Policy Handbook
- ii. AMCA retention schedule
- iii. Email retention schedule
- iv. Records Management related to software applications and migrating data
- v. Records Management related to contract files

5. Good of the Order/Reports from Committee Members

- a. Carla Reece – Executive Board meeting update
- b. Roundtable

6. Next Meeting Date: Thursday, May 18, 2023 at 10:00 a.m. via Microsoft Teams  
Minute Taker: Wendy Henson

7. Adjournment

*Ben Lane*  
*Records Management Committee Chair*



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
RECORDS COMMITTEE MEETING MINUTES  
March 16, 2023**

**1. Call to Order**

Meeting was called to order by Chair Ben Lane at 9:02 a.m.

**2. Roll Call**

The following Records Management Committee (RMC) members attended via Microsoft Teams:

Ben Lane, Chair – Scottsdale; Cathie Butteweg, Co-Chair – Scottsdale; Kristen Benavidez – Goodyear; Amy Beyleryan – Gilbert; Charity Brooks – Clarkdale; Melissa Buckley – Navajo; Sara Burchill - Chino Valley (jointed at 9:18); Sehreh Goodman – Prescott Valley; Christy Estavillo – Surprise; Patti Hageman – Gilbert; Wendy Henson – El Mirage; Karen Doncovio – Tempe; Andy Juarez – Maricopa; Joy Maglione - Queen Creek; Victoria Roedig – Chandler; Sharla Sanders – Surprise; and Jennifer Wiita – Prescott

Absent:

Carla Reece, Board Liaison; Patricia Buchanan – Florence; Yvette McKinney – Apache Junction

**3. Old Business**

**a. Discussion and possible approval of February 16, 2023, meeting minutes**

Chair Ben Lane thanked Sharla Sanders for drafting the minutes and thanked Co-Chair Cathie Butteweg for running the meeting. Chair Lane asked if there were any comments on the minutes. There were none.

Jennifer Wiita moved to approve the minutes of February 16, 2023; seconded by Kristen Benevidez. Motion carried unanimously.

**b. Review minute taker list (attached)**

Chair Lane said the next meeting would be April 20, 2023, and the minute taker would be Patricia Buchanan. There are four scheduled meetings left and requested if someone is unable to take the minutes that members switch to ensure there is coverage.

#### **4. New Business**

##### **a. Proposed Committee Goals for this Year**

- i. Review AMCA Records Officer Handbook Template

Chair Lane thanked everyone for their comments on the Handbook. At the last meeting there were some comments made on the hyperlinks within the document being broken or Scottsdale specific information being cited. Overall, Microsoft Teams has been a good vessel for reviewing the Handbook but there are some limitations. As part of the Handbook draft finalization process, Chair Lane would make final edits in Word and the links would be updated and Scottsdale specific information removed. He asked if the Committee agreed with this approach.

The Committee agreed.

Chair Lane noted there were discussions on the Arizona Supreme Court Administrative Order and whether Clerks review court records or not. Courts are individual entities and the Clerk's Office generally does not review Court destruction requests in Scottsdale. Chair Lane suggested that the language in the Handbook be softened and note that the relationship with the Court would differ depending on the jurisdiction.

The Committee agreed.

Sehreh Goodman said there should be some verbiage indicating that the type of court may have different retention.

Melissa Buckley asked if it was possible to change some of the verbiage used in the document to be more general instead of just municipal government.

Chair Lane agreed this change should be made.

#### **Discussion regarding comments in the Handbook starting at Section 4**

There were comments on micrographics and that this was going away to an extent. Chair Lane would like to strengthen the electronic records section and note more limitations with microfilming and less companies that offer the service.

Chair Lane noted that the Arizona Revised Statute citations would need to be updated.

Patti Hageman said there is verbiage about one year for e-mail and three years for electronic documents and asked what that was referring to.

Chair Lane said it was likely an example that was added.

Patti Hageman said there was a retention schedule for email but that is gone since it is just based on content and suggested it be reworded or removed.

Chair Lane said this section needs some work and there is a lot of questions regarding email. The State has said the email should be kept based on content, which is understandable to an extent, but it is challenging regarding transitory emails. Transitory emails are after reference value is served but Information Technology (IT) staff need a more definitive timeframe.

Andy Jaurez said in Maricopa, on the server end, the emails get purged but it could still sit in someone's inbox, and they need to have a unified approach.

Chair Lane said if something is saved as a PDF or if an archive function is allowed, someone could keep the emails forever. In Phoenix, email was not allowed to be archived, so it had to be printed or saved as a PDF because there was a hard purge in the system. Chair Lane recommended they list some options available and to recommend individual jurisdictions work with their IT staff.

Sehreh Goodmand said a challenge she is facing is that staff does not consider email a record, so they are working on bringing more attention and to change policy. In that process, they are also working on an email management tool to search emails for public records requests. If they do get a public records request for communication, they do not get a lot of response from the departments, so this tool allows them to go in and pull it even if the individual deleted it from their inbox.

Chair Lane said there have been discussions with IT in Scottsdale about how the emails are backed up to save emails that have not met their retention.

Patti Hageman asked if anyone else uses eDiscovery for public records requests and that Gilbert is also looking into Purview to create folders in Outlook for different retention. When there is a records request, they can then pull those emails as well.

Victoria Roedig said Chandler uses eDiscovery for public records requests that are requesting email and that the Paralegal follows the same process as they would for litigation discovery. Transitory records are deleted from the system at 180 days so anything that needs to be retained beyond that must be saved outside of the email system.

Chair Lane said there are tools built into Office 365 and to consider how records are being pulled for public records requests and who has the authority to delete them. This section could be expanded. Chair Lane said there were comments made regarding cloud storage and it is more prevalent. There are generally some servers in the city and emergency management plans usually require backup servers outside of the City Hall radius. There may be additional servers in other states for additional backup measures in case something happened in Arizona.

Chair Lane said the social networking section should also be expanded and there are several questions regarding social media retention. Chair Lane said there are considerations on who has authority to post to these sites and ensuring that what is posted is transitory in nature. In Phoenix, when social media started the public information officers were saving everything in a

spreadsheet in case something happened to the social networking site but have moved to a vendor to keep social media posts Many other jurisdictions also use a vendor to maintain their social media posts.

Jennifer Wiita said they use Archive Social.

Victoria Roedig said they also use Archive Social.

Chair Lane said social media is like email and most of it should be transitory, but it is managed by content per the retention schedule. Chair Lane suggested they provide guidance and best practices in this section.

Co-Chair Cathie Butteweg said Guadalupe and Buckeye also use Archive Social.

Chair Lane noted that if House Bill 2808 passes the public records request section would need to be updated. Chair Lane said this is still moving through the legislature.

Pattie Hageman asked why there was information on a supervisor hang file and why this was singled out.

Sehreh Goodman said the supervisor record would be different than what is in Human Resources.

Pattie Hageman said it is, but this is listed on a retention schedule.

Co-Chair Butteweg said in previous committees they took different sections from the Scottsdale manual, and this may have gotten inserted. Co-Chair Butteweg agreed that this would not need to be in the overall manual.

Sehreh Goodman agreed.

Chair Lane thanked the group for their comments and feedback and indicated the Handbook appendices would be discussed at the April 2023 meeting.

**b. Topics to discuss at future meetings**

- i. Review of RMC Section of AMCA Policy Handbook
- ii. AMCA retention schedule
- iii. Email retention schedule
- iv. Records Management related to software applications and migrating data
- v. Records Management related to contract files

Chair Lane indicated these topics would be discussed at a future meeting once the review of the Handbook was done.

## **5. Good of the Order/Reports from Committee Members**

- a. Carla Reece – Executive Board meeting update
  
- b. Roundtable

Chair Lane announced there would not be an executive board meeting this month. The Spring Best Practices Training and Summer Annual Meeting would be coming up soon and encouraged members to attend.

Chair Lane encouraged people to apply for committees in the next fiscal year.

Co-Chair Butteweg said they would need another co-chair for next year since she would be retiring in August. Co-Chair Butteweg said they would be recruiting for a few positions in Scottsdale.

Chair Lane thanked Cathie Butteweg for her work in Scottsdale and noted she would be staying on contract to help orient the new Deputy Clerk. This position would oversee Records and Elections. There would also be a management assistant position opening. Chair Lane also hopes to chair the Records Committee again.

## **5. Next Meeting Date:**

Thursday, April 20, 2023, at 10:00 a.m. via Microsoft Teams

Minute Taker: Patricia Buchanan

## **6. Adjournment**

Co-Chair Butteweg moved to adjourn the meeting; seconded by Sehreh Goodman.  
Motion carried unanimously.

The meeting adjourned at 9:59 a.m.

Minute Taker – Victoria Roedig, City of Chandler

**AMCA Records Management Committee**

**Meeting and Minute Taker\* Schedule**

**2022-23**

**Updated March 14, 2023**

<b>Meeting Date</b>	<b>Time</b>	<b>Minute Taker</b>	<b>Meeting Held?</b>
Thursday, Oct. 27, 2022	2:00 p.m.	Cathie Butteweg	Yes
Tuesday, Nov. 17, 2022	10:00 a.m.	Amy Beyleryan	Yes
Wednesday, Dec. 14, 2022	9:00 a.m.	Patricia Buchanan	No
Wednesday, Jan. 25, 2023	10:00 a.m.	Sara Burchill	Yes
Thursday, Feb. 16, 2023	10:00 a.m.	Sharla Sanders	Yes
Thursday, Mar. 16, 2023	9:00 a.m.	Victoria Roedig	Yes
Thursday, Apr. 20, 2023	10:00 a.m.	Patricia Buchanan	
Thursday, May 18, 2023	10:00 a.m.	Wendy Henson	
Thursday, June 15, 2023	10:00 a.m.	Patti Hageman	
Thursday, July 20, 2023	10:00 a.m.	Jennifer Wiita	

\* Per the AMCA Handbook Records Management Committee Duties:

The Chair or Co-Chair shall assign a rotating list of members of the committee to take minutes of the meetings.