



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

**Thursday, February 16, 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: Sharla Sanders

2. Roll Call

3. Old Business

- a. Discussion and possible approval of January 25, 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, March 16, 2023 at 10:00 a.m. via Microsoft Teams
Minute Taker: Victoria Roedig

7. Adjournment

Ben Lane
Records Management Committee Chair



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

Wednesday, January 25, 2023

1. Call to Order

Meeting was called to order by Chair Ben Lane at 10:02 a.m.

2. Roll Call and Introductions

The following Records Management Committee (RMC) members attended via Microsoft Teams: Carla Reece – Tempe, Board Liaison; Ben Lane – Scottsdale, Chair; Cathie Butteweg – Scottsdale, Co-Chair; Kristen Benavidez – Goodyear; Amy Beyleryan – Gilbert; Melissa Buckley – Navajo County; Sara Burchill – Chino Valley; Karen Doncovio – Tempe; Christy Estavillo – Surprise; Sehreh Goodman – Prescott Valley; Patti Hageman – Gilbert; Wendy Henson – El Mirage; Andy Juarez – Maricopa; Yvette McKinney – Apache Junction; Victoria Roedig – Chandler; Sharla Sanders – Surprise; Jennifer Wiita – Prescott

Absent: Charity Brooks – Clarkdale; Patricia Buchanan – Florence; Joy Maglione – Queen Creek

Additionally, the following AMCA members attended via Microsoft Teams: Lizbeth Camacho - Buckeye; Crystal Castillo – Navajo County; Jennifer Pena – Apache Junction; Rocio Ruiz – Guadalupe

3. Old Business

a. Discussion and possible approval of November 17, 2022 meeting minutes

There were no comments or corrections to be made.

A motion was made by Patti Hageman to approve the November 17, 2022 meeting minutes, Jennifer Wiita seconded. Passed unanimously.

b. Review minute taker list

The minute taker list was reviewed. Chair Lane noted that Byron Jones had resigned from the RMC Committee and Patricia Buchanan was selected to take his place as minute taker for the April 20, 2023 meeting. Any other assigned minute takers with conflicts should find someone to take their place.

4. New Business

a. Proposed Committee Goals for this Year

i. Review AMCA Record Officer Handbook Template

Chair Lane thanked those who had already made edits to the handbook. Some members were unable to edit but could make comments. He would be working with Scottsdale Information Technology (IT) staff to correct those issues.

Sehreh Goodman said that when reviewing the document, she was able to make comments. She said that changing the document to “edit” would turn off the “track changes” option and she did not want to do that and remove original language.

Chair Lane said that “track changes” was the main way to edit, so that should not be turned off. He mentioned that during the review process it is helpful to know who made the suggested edit in case there are questions or discussion.

Sehreh Goodman said she also went in to correct a hyperlink and when she clicked “save” the hyperlink was removed.

Jennifer Wiita asked if tracking changes was meant to be turned off while editing and then turned back on and you would see all the changes again.

Andy Juarez said he was able to edit, and the program tracked his edits without changing the review status. Regarding the issue Sehreh had, he said that he had to delete the previous link, retype the link, make it a hyperlink, then put the address into the back end of the document. He said once he went back to make sure everything was working it said the page was blocked. He offered to solely make edits to the document for review by the group since his job was mainly records.

Chair Lane thanked Andy for the offer but would prefer to make the task a group effort. He said he and Cathie would work with their IT to see if they could fix the issues RMC members were experiencing.

Patti Hageman stated that she liked the multiple tracking and comment threads because there were some things that might have more than one suggestion. She agreed it would be best as a group effort.

Chair Lane mentioned that those who agreed with a change could just click the “Like” button on someone’s comment to keep the document from being too busy. He mentioned that Microsoft recently had some issues with Teams and some of their functionality. He said they have a Teams channel set up for the committee and was hoping to move the functionality of the committee to the Teams channel.

It was suggested that the file might work better once it was on the Teams channel.

Chair Lane said he might change the way he sends calendar invites and send them through the Teams channel. He asked that everyone make edits to the document before the meetings and then the group could review at the meeting. He suggested that everyone review the first 25 pages before the next meeting. He suggested adding a comment in the document if there was a change that you did not agree with so that the group could discuss.

He said once the document was edited, he would present a redline version to the Executive Board and see if they had any feedback.

The group agreed with the proposed procedures.

Patti Hageman asked if there was a way to add the committee channel to their own Teams account with a QR code.

Chair Lane said he would investigate that.

- b. Topics to discuss at future meetings
 - i. AMCA retention schedule
 - ii. Email retention schedule
 - iii. Records Management related to software applications and migrating data
 - iv. Records Management related to contract files

Chair Lane said these topics would be discussed after the Records Management Handbook Template project was completed.

- 5. Good of the Order/Comments from Committee Members
 - a. Carla Reece – Executive Board Meeting update

Board Liaison Reece stated that the Executive Board had a very brief meeting, and they were still looking forward to the various committees looking at last year's policy handbook changes just to make sure that the mission for the committees were in line with what the handbook stated. If anyone felt they were out of sync they should let the board know if they needed to make additional changes to the policy.

Chair Lane said he would share the Records Management Committee's section of the handbook with the group for the next meeting to see if anyone had any changes to it.

- b. Roundtable

Sehreh Goodman brought up retention schedules regarding worker's compensation claims. She said that she had reached out to the State Library and Archives for clarification on the retention length but had not received a response yet. She said the retention length is not clear (5 years, 75 years, or 99 years).

Victoria Roedig stated that she had also asked the State Library and Archives for clarification on worker's comp related records due to the city being self-insured, but never received a formal response and stated that they were still researching it as well. She stated that she had received responses from other municipalities that they had sought clarification also and the response they received was 75 years, but the series was being reviewed to see if the 75 years was warranted.

Chair Lane requested that any responses be shared with this committee.

Patti Hageman stated that she is also working on finding the length of time to keep medical appeals for a self-insured municipality and has also found various years and there didn't seem to be a record series for those documents. She said there was a note in one box that said in 2017 they were talking about adding a series to address these types of medical records and it hasn't been done yet or has been sidelined. She was also waiting for a response on this issue.

Board Liaison Reece stated that when she worked for a fire district some of the length of the retention is related to a statute of limitations for someone to reissue a worker's compensation claim, so generally it would be kept for the tenure of the employee plus a certain period until they pass away and is the reason for such long retention periods.

Sehreh Goodman said a claimant would have their entire life to reopen a claim unless they enter into a settlement or agreement on that claim. But if they wanted to do that, they would have to go through the Claims Division. For this reason, it is not clear why a particular length of 75 years would be noted in the records series.

Victoria Roedig stated that she submitted a set of questions to the State for clarification on quorum notices. She also asked if new databases that pull multiple different record types into one database would need to request a custom schedule, or if each piece of data retains its own. She also asked if they would consider a "capstone" approach for emails the way the federal government does.

Chair Lane said that some municipalities would keep files together and go in and purge documents as their retention end dates came up and others would just keep them for the longest retention period. There were pros and cons to both approaches. You might be keeping some things for longer than you needed to, but it was easier to manage from a clean-up perspective.

Board Liaison Reece said that she was leaving the City of Tempe as a step towards retirement and going to Cave Creek as their HR specialist and Deputy Town Clerk, so Tempe would be needing a new City Clerk.

6. Next Meeting Date: Thursday, February 16, 2023 at 10:00 a.m. via Microsoft Teams
The minute taker will be Sharla Sanders.

7. Adjournment

A motion was made by Jennifer Wiita to adjourn the meeting at 10:50 a.m., Karen Doncovio seconded. Passed unanimously.

Respectfully submitted by:

Sara Burchill

Town of Chino Valley

AMCA Records Management Committee

Meeting and Minute Taker* Schedule

2022-23

Updated February 14, 2023

Meeting Date	Time	Minute Taker	Meeting Held?
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	
Thursday, Mar. 16, 2023	10:00 a.m.	Victoria Roedig	
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.