



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

**Thursday, June 22, 2023  
9:00 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: Patti Hageman

**2. Roll Call**

**3. Old Business**

- a. Discussion and possible approval of April 20, 2023 meeting minutes (attached)
- b. Review minute taker list (attached)

- c. Update on AMCA Records Officer Handbook Template
- 4. New Business
  - a. Proposed Committee Goals for this Year
    - i. Review of RMC Section of AMCA Policy Handbook (attached)
  - 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
- 5. Good of the Order/Reports from Committee Members
  - a. Carla Reece – Executive Board meeting update
  - b. Roundtable
- 6. Next Meeting Date: TBD (July 2023 meeting cancelled)  
Minute Taker: TBD
- 7. Adjournment

*Ben Lane*  
*Records Management Committee Chair*



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
RECORDS COMMITTEE MEETING MINUTES  
April 20, 2023**

**1. Call to Order**

The meeting was called to order by Chair Ben Lane at 10:04 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; Patricia Buchanan – Florence, Melissa Buckley – Navajo; Sara Burchill - Chino Valley; Christy Estavillo – Surprise; Patti Hageman – Gilbert; Karen Doncovio – Tempe; Andy Juarez – Maricopa; Victoria Roedig – Chandler

**Absent:**

Carla Reece, Board Liaison; Sehreh Goodman – Prescott Valley; Wendy Henson – El Mirage; Joy Maglione - Queen Creek; Yvette McKinney – Apache Junction; Sharla Sanders – Surprise; and Jennifer Wiita – Prescott

**Other AMCA Members in Attendance:**

Lizbeth Camacho – City of Buckeye, Rocio Ruiz – Town of Guadalupe

**3. Old Business**

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

Chair Lane thanked Victoria Roedig for taking the minutes.

Andy Juarez made a motion to approve the March 16, 2023 minutes. Kristen Benavidez seconded the motion, which carried unanimously.

**b. Review minute taker list**

Chair Lane reviewed the minute taker list and asked that if someone cannot cover the meeting as assigned, that they request someone to cover the minutes for them.

**4. New Business**

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

**i. Review AMCA Records Officer Handbook Template**

The committee reviewed the Appendices of the handbook and made the following

suggestions:

### **Appendix A: Links to Online Records Management Forms/Information**

Chair Lane asked if we should include the internal link to the City of Scottsdale public records request form in the handbook, but noted the link needs to be updated to the current form. Victoria Roedig stated that she would like to see some type of template included that would allow Clerk's to modify to the needs of their municipality. The Committee agreed to include a template form in the appendix.

### **Appendix B.: Transferring Records to Offsite Storage**

Chair Lane asked if municipalities transfer documents to the State Library, Archives, and Public Records. Charity Brooks replied that Clarkdale no longer transfers documents to the State. Co-Chair Butteweg stated that the City of Scottsdale does transfer permanent documents to the State due to the volume of documents that are processed throughout the various departments of the city. She added that they send non-permanent documents to an offsite location as the city does not have an onsite storage facility. Victoria Roedig noted that the procedures included the link are helpful when developing internal processes for a municipality even if they do not transfer to the state.

Chair Lane asked that if anyone had a generic policy that could be modified for any municipality, to send it to him or Co-Chair Butteweg for inclusion into the handbook.

### **Appendix C: Document Standards**

Chair Lane asked what font types different municipalities use for processing documents. He noted that Scottsdale uses Arial 11 point. Sara Burchill stated that Chino Valley uses Calibri. Andy Juarez said that Maricopa also uses Calibri. Patricia Buchanan stated that Florence uses Calibri 12 point. Victoria Roedig reported Chandler uses Open Sans for most documents, except for resolutions and ordinances which are in Time New Roman. Chair Lane added that in Scottsdale it has been recommended to use Public Sans, but it has been a slow change and many communications and documents are still done in Arial.

There was Committee consensus to update the format section to recommend Arial, eleven- or twelve-point font, or the font recommended by their municipality.

### **Council Reports**

Chair Lane asked if municipalities use a cover-sheet type document that accompanies an item going before Council. Victoria Roedig stated that Chandler uses word documents for items going before Council; however, they have switched to the online agenda creation system which creates the documents. Patricia Buchanan said Florence uses Request for Council Action Forms as they are not utilizing agenda creation software. Liz Camacho stated Buckeye previously used a word document, but they switched to an agenda software which creates the documents

Chair Lane noted that the section needs to be updated to include the use of agenda management software and forms are located within the software. There was Committee consensus for the update.

### **Executive Session Minutes**

Chair Lane reviewed the suggested changes, noting the section needed to be updated to reflect Executive Session minutes have a seven-year retention pursuant to GS-1016.

### **Reports**

Chair Lane asked how municipalities handle born-digital document retention. He stated that the State Archives previously approved digital retention if a municipality had a plan on how to migrate to digital and how the electronic backup will be maintained.

Victoria Roedig stated that Chandler uses the born-digital documents retention policy with their Council packets. They do not print them and also retain them digitally. Chandler has a plan in place to migrate the digital documents into the document management system but would like to see a better digital preservation component on the backend to ensure permanent readability. She noted that they still are printing many documents per code even though they are routed through DocuSign for signing.

Patti Hageman said that Gilbert maintains council packets digitally in their agenda management software. However, they print out ordinances and resolutions.

Chair Lane asked Co-Chair Butteweg to check with the State Library to confirm process recommendation for digital document retention. He recommended that additions be added to the section that municipalities follow the requirements of legal counsel along with the requirements of the state.

Patricia Buchanan suggested the section be updated to support both paper and digital retention requirements. She noted not all municipalities are migrating to agenda creation software or are in the process of using both digital and paper and need to store their documents accordingly.

### **Appendix D: Essential Records Protection and Recovery Plan**

Prior to the meeting, Patti Hageman and Jennifer Wiita provided updated links with correct statutes and links.

Chair Lane reviewed the sample reports and asked if there was a preference for sample completed forms or should the forms be blank. He said that the AMCA website displays forms in word and pdf format. Patti Hageman stated a preference to see it completed as a sample and include an additional template that can be used by the municipality.

## **Appendix E: Historic Records Preservation**

The committee discussed the document standards for permanent archives, including the use of acid-free paper, boxes, and temperature-controlled fire safety environments.

## **Appendix G: New**

Chair Lane suggested the addition of a new appendix depicting the preservation document for development and acquisition as approved by the Board. There was Committee consensus to include the document.

Chair Lane reviewed the final review process of the Handbook, thanking members of the committee for their time and efforts in off-line review and providing comments, corrections, and updates. He will present the redlined handbook to the Executive Board at their May meeting. Chair Lane added that he will provide the red-lined version to the committee for one last review for any errors. Committee consensus agreed with the outlined process for presentation to the Executive Board.

### **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 reviewed upcoming discussion topics for future meetings.

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

### **a. Carla Reece – Executive Board meeting update**

Chair Lane stated that there was not an Executive Board meeting held since the last committee meeting. He reminded members that the Summer Annual Conference is coming up in July. He noted that Committee recruitment is open and invited everyone to apply for the Records Committee.

Chair Lane reminded everyone that Co-Chair Cathie Butteweg is retiring, and the committee needs someone to step forward for that position. He stated that Scottsdale is finalizing their recruitment for the Deputy position and will be recruiting a management assistant.

Christy Estavillo said that Sherry Aguilar, Surprise City Clerk, is retiring after 33 years of service.

### **b. Roundtable**

Co-Chair Butteweg reported that Secretary Fontes appointed Holly Henley as the State Librarian, Director of Library, Archives and Public Records.

Andy Juarez reported that HB 2802 regarding Public Records Requests had died.

**6. Next Meeting Date:**

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

**7. Adjournment – 11:04 a.m.**

Charity Brook made a motion to adjourn. Andy Juarez seconded the motion, and it passed unanimously.

Respectfully submitted by:

Patricia Buchanan  
Town of Florence

**AMCA Records Management Committee**

**Meeting and Minute Taker\* Schedule**

**2022-23**

**Updated June 21, 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	Yes
Thursday, May 18, 2023	10:00 a.m.	Wendy Henson	No
Thursday, June 22, 2023	9:00 a.m.	Patti Hageman	Yes
Thursday, July 20, 2023	10:00 a.m.	Jennifer Wiita	No

\* 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.



5. Manage the Clerk Areas of Expertise spreadsheet.
  - a. Review annually and make updates as needed.
  - b. Ensure the most current information is available on the AMCA website.

Revised February 2021; Revised April 2022

## **RECORDS MANAGEMENT COMMITTEE**

The Records Management Committee's purpose is to coordinate with the Arizona State Library, Archives and Public Records (ASLAPR) Division to provide the AMCA membership with:

- contemporary municipal records retention schedules;
- standardized policies and procedures;
- records-related training and documentation;
- legal risk mitigation; and
- disaster recovery planning assistance.

### **The Records Management Committee shall:**

1. Work in cooperation with ASLAPR to develop retention schedules related to member functions and review and evaluate changes to retention schedules proposed by ASLAPR.
2. Relay changes to state retention schedules to AMCA members.
3. Provide written recommendations to the AMCA Executive Board relating to the organization's records, including an annual review of the AMCA records schedule.
4. Promote training, education and evaluation on records management and archiving, providing information to the AMCA Executive Board for dissemination to the membership, including a review of the Records Management Handbook Template every three (3) years.
5. Review and evaluate essential record lists for disaster recovery planning, providing information to the AMCA Executive Board for dissemination to the membership, including providing guidance to AMCA members on the essential records submission that is due to the ASLAPR every five years.
6. Develop and maintain a Records Management Committee succession plan for use as a guiding document for the next committee.
7. Review and propose updates to the AMCA retention schedule annually.
8. Develop and maintain best practice guides related to records retention practices involving email, social media, and historical collections/gifts.

Revised February 2022; Revised April 2022

## **SCHOLARSHIP COMMITTEE**

The Scholarship Committee's purpose is to receive applications and evaluate and administer scholarships for AMCA members to attend training sessions.