



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
RECORDS MANAGEMENT COMMITTEE
MEETING MINUTES
Thursday, June 3, 2021**

1. Call to Order

The meeting was called to order by Chair Ben Lane at 10:03 A.M.

2. Roll Call

The following members attended via teleconference:

Ben Lane – Scottsdale, Chair; Cathie Butteweg – Scottsdale, Co-Chair; Karen Doncovio – Tempe; Andy Juarez – Maricopa; Joy Maglione – Queen Creek; Holly Mosley – Mesa; Leah Rhodes – Sahuarita; Marissa Romo – Litchfield Park; and Jennifer Wiita – Prescott.

Absent: Darcie McCracken – Board Liaison; Lori Dyckman – Peoria; Rachael Hall – Show Low; Hilary Hiser – Marana; Karla Lange – Casa Grande; Shawna Lee – Tucson; Linda Mendenhall – Avondale; and Maria Talamanete – Tucson.

3. New Business

- a. Discussion and possible approval of May 13, 2021 meeting minutes

Karen Doncovio moved to approve the May 13, 2021 meeting minutes. Andy Juarez seconded the motion, which passed unanimously.

- b. Update: Arizona State Library and Archives Sunset Provision

Chair Ben Lane shared that the State Library and Archives would be funded for the next decade. He agrees with other committee members that the agency should be removed from sunset list and will attempt to contact Rene Guillen to discuss possible legislation. Karen Doncovio mentioned that she did not receive the email from Hilary Hiser regarding the status of the State Library and Archives. Chair Lane stated that he would forward that email to the Committee.

- c. Update: AMCA Records Series

Chair Lane thanked everyone who participated on the AMCA Records Retention Schedule revision project. Chair Lane discussed and sought feedback on the Excel spreadsheet and

accompanying documentation that would be presented to the AMCA Executive Committee at its next board meeting. He went over two revised schedules prepared by Joy Maglione and Karen Doncovio. Joy and Karen discussed questions and concerns they had with their retention schedules and possible methods for addressing those issues.

4. Good of the Order/Comments from Committee Members

On behalf of Executive Board Member Darcie McCracken, Chair Lane explained the AMCA Executive Board is looking for a member to fill the Secretary position and encouraged anyone interested to apply.

Chair Lane noted this is the last meeting for this fiscal year and encouraged members to participate again on this committee or another AMCA committee. He added the next meeting will be determined by the new Records Management Committee chair.

5. Adjournment

Holly Moseley moved to adjourn the meeting at 10:49 a.m. Cathie Butteweg seconded the motion, which passed unanimously.

Respectfully submitted by:

Andy Juarez
City of Maricopa