



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
RECORDS MANAGEMENT COMMITTEE MEETING  
MINUTES  
Tuesday, November 9, 2021**

1. Call to Order

Meeting was called to order by Chair Ben Lane at 10:07 a.m.

2. Roll Call

The following members attended via Zoom: Ben Lane – Scottsdale, Chair; Cathie Butteweg – Scottsdale, Co-Chair; Andy Juarez – Maricopa; Joy Maglione – Queen Creek; Matt McClean – Cottonwood; Leah Rhodes – Sahuarita; Marissa Romo – Litchfield Park; and Jennifer Pena – Board Liaison

Absent: Kristen Benavidez – Glendale; Charity Brooks – Avondale; Karen Doncovio – Tempe; Lori Dyckman – Peoria; Christy Estavillo – Surprise; Samantha Gesell – Carefree; Shawna Lee - Tucson; Holly Mosley – Mesa; Maria Talamanete – Tucson; and Jennifer Wiita – Prescott

3. Old Business

- a. Discussion and possible approval of October 21, 2021 meeting minutes.

Due to a lack of a quorum, the discussion and possible approval of the meeting minutes were tabled until the next meeting.

4. New Business

- a. Review Updated Committee Goals for this Year

Chair Lane provided an overview of the updated committee goals. Chair Lane and Co-Chair Cathie Butteweg will be working on a succession plan to present to the Executive Committee. Another item discussed was providing a list of updated records retention schedules to AMCA members using the listserv. The group also discussed the social media retention project, which will include best practices for email retention.

Andy Juarez asked if the committee would review the best practices guide related to motivating employees outside of the City Clerk's Office who deal with records. Chair Lane indicated the group would review the guide, but that it needs to be assigned to committee member(s) to work on.

- b. Initial discussion regarding Records Section of AMCA Handbook

Chair Lane provided an overview of the committee's duties and responsibilities from the

AMCA handbook. This was last reviewed by the Records Management Committee in May 2021. He requested that committee members review the duties and provide input for the December 2021 meeting.

c. Update regarding AMCA Retention Schedules

Chair Lane discussed the Municipal Clerks Retention Schedule for the AMCA. He would like the group to look over the schedule and see what needs to be updated, added, or removed based on the list of AMCA records being maintained by the Arizona League of Cities and Towns. The League maintains the records of the AMCA. Once that is completed, the updated AMCA schedule will be compared against the State records retention schedule to ensure the records are being kept for the appropriate length of time.

Executive Board Liaison Jennifer Pena offered to merge the AMCA Municipal Clerks Retention Schedule and the list of records maintained by the League into one excel spreadsheet for ease of comparison. Chair Lane thanked her for volunteering to do this.

d. Topics to discuss at future meetings

Andy Juarez requested the committee discuss how long each jurisdiction maintains emails.

5. Good of the Order/Reports from Committee Members

a. Jennifer Pena – Executive Board meeting update

Executive Board Liaison Pena did not have an update for this meeting.

b. Roundtable

No items were discussed.

6. Adjournment – 10:46 a.m. by Chair Lane.

Respectfully submitted by:

Matt McLean  
City of Cottonwood