



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
RECORDS MANAGEMENT COMMITTEE  
MEETING MINUTES  
Thursday, November 17, 2022**

1. Call to Order

Meeting was called to order by Chair Ben Lane at 10:03 a.m.

2. Roll Call

The following members attended via Microsoft Teams: Ben Lane – Scottsdale, Chair; Cathie Butteweg – Scottsdale, Co-Chair; Kristen Benavidez – Goodyear; Amy Beyleryan – Gilbert; Charity Brooks – Clarkdale; Sara Burchill – Chino Valley; Karen Doncovio – Tempe; Christy Estavillo – Surprise; Sehreh Goodman – Prescott Valley; Patti Hageman – Gilbert; Wendy Henson – El Mirage; Byron Jones – Tucson Airport Authority; Andy Juarez – Maricopa; Victoria Roedig – Chandler; Sharla Sanders – Surprise; and Jennifer Wiita - Prescott

Absent: Carla Reece – Tempe, Board Liaison; Patricia Buchanan – Florence; Melissa Buckley, Navajo County; Joy Maglione – Queen Creek; and Yvette McKinney, Apache Junction

Chair Lane addressed a question in the Microsoft Teams chat function regarding the login information to Members Only portion of the AMCA Website and provided the login details.

3. Old Business

a. Discussion and possible approval of October 27, 2022 meeting minutes

Chair Lane thanked Co-Chair Cathie Butteweg for drafting the minutes from the last meeting and asked if anyone had any suggested changes or if anyone would like to make a motion.

A motion was made by Member Andy Juarez and seconded by Member Wendi Henson to approve the minutes from the October 27, 2022 AMCA Records Management Committee meeting. *Motion passed unanimously.*

b. Proposed Meeting Date for December – Wednesday, December 14, 2022 at 9:00 a.m.

Chair Lane indicated he had a conflict with the next meeting date of Thursday, December 15, 2022 and asked if the meeting date could be changed to Wednesday, December 14, 2022 at 9:00 a.m.

Members of the committee accepted the new proposed meeting date of Wednesday, December 14, 2022 at 9:00 a.m.

#### 4. New Business

##### a. Review minute taker list (attached)

Chair Lane shared the agenda and the minute taker list and asked if anyone knew they had a conflict with their assigned date to switch with another member and let him or Co-Chair Butteweg know to update the schedule.

##### b. Proposed Committee Goals for this Year

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

Chair Lane said one of the goals for this year was to update the AMCA Records Officer Handbook and showed where to locate the handbook on the AMCA website. He discussed the different sections of the handbook and said that we would work on the Microsoft Word version of the document so that the changes can be marked up and proposed changes would be presented to the Executive Board.

Member Andy Juarez asked how municipalities handled records stored within a software application which made it difficult to extract and destroy when retention periods were met. He said they were starting to go fully paperless, and he had guidance from legal staff that if the retention period set forth by the State library was satisfied then they would have done their part and hoped this would be incorporated in the update.

Chair Lane said he would make a note of that and add that in the handbook. He said that would most likely go in Section 2 – Records Retention and Storage or in the Electronic Records section. He continued to go through the sections in the handbook and discussed public records requests and said he was interested in expanding that section. He discussed the appendices and said those forms may need to be updated. He spoke about the essential records portion of the Handbook. He spoke about possibly including a separate document about an acquisition program related to storing of gifts Cities or Towns received.

He discussed breaking up the sections to work on them in sections across three separate meetings. He said he hoped to present changes to the Executive Board by February or March 2023. He asked if everyone agreed with that approach. Members responded affirmatively.

He spoke about different ways of making changes as a shared document or individually and asked the members for their thoughts. Member Kristen Benavidez said she liked the idea of marking up the document in a shared folder. Other members said they agreed.

Member Andy Juarez said their handbook looked like the AMCA Records Officer Handbook and asked if many other cities used that same template.

Co-Chair Butteweg said it originated with the City of Scottsdale about ten or fifteen years ago and they actively use it.

Member Wendy Henson said City of El Mirage does not have their own records management program and said they went by the State's guidelines.

Member Patti Hageman said the Town of Gilbert would be using it and she believed they had used it in the past.

Member Victoria Roedig said they condensed the AMCA Records Officer Handbook template and the State's template as a guide for all employees and if they looked for something specific, they referred to the Records Officer Handbook and the State's manual for verification.

Chair Lane said the intent was for cities and towns to use portions or all of it. He said it was made generic for cities and towns to utilize and was glad to hear people used it. He said he would research best way to share the document with everyone and give access to people outside of their network. He said he would try to send a link to the document later in the week. He asked if reviewing the handbook pages 1-16 would be manageable. Members agreed with this approach.

Chair Lane said when reviewing the document to note anything that needed to be added. He said it needed more definitions such as social media and other current topics. He said the focus for the December meeting would be to review the handbook until page 16.

c. Topics to discuss at future meetings

- i. AMCA retention schedule
- ii. Email retention schedule

Chair Lane said the AMCA Records Management Committee was working on the AMCA's retention schedule and would continue to work on this item after completing work on the Records Management Handbook template. Another future topic is working with the State Library and Archives on an email retention schedule. Chair Lane asked committee members for other future topics.

Member Andy Juarez spoke about the software ActiveNet and explained that certain documents stayed in the software forever and that it would take many hours to extract and destroy files that met the retention schedules. He asked where the boundary would be drawn if their responsibility was fulfilled and after retention had been met. He said as more municipalities moved towards paperless, proper retention and destruction of electronic records needed to be addressed.

Member Patti Hageman said the Town of Gilbert was considering moving away from ActiveNet and asked what would happen if they no longer had access to records they were responsible for.

Chair Lane said that was a great discussion and asked if anyone else had any input on the topic.

Co-Chair Butteweg said City of Scottsdale also used ActiveNet and said it was an important topic to discuss.

Chair Lane spoke about discussions he had with the vendor that did their online code and about transferring the existing online code to a new vendor. He also spoke about previous experiences he had in Phoenix with software vendors. He said if the group was okay with it a section could be added to the handbook about best practices to look for and be aware of during vendor selection and procurement.

Member Andy Juarez said they used SmartGov and staff had reached out and asked questions to them and their response was “we are not in the records business.” He said being in the position to work with the companies already in place was to find common ground and work together. He said they were trying to establish a centralized location where records were kept with a dedicated drive, but the roadblock was that the records still lived in the software application.

Member Victoria Roedig said it would be beneficial to have a manageable migration plan for records managers to follow to make sure electronic records were transferred between systems properly.

Chair Lane said records migration is a complicated topic and vendors typically wanted records to be cleaned up prior to migration. He said the City of Scottsdale was currently doing a migration in which many records were available to the public. The Clerk’s Office wanted to make sure the records migrated correctly. He said a new section should be added to the handbook for contract management best practices - migration, deletion, and storage of records.

Member Karen Doncovio asked if the new section would be titled “Migration of Records to a New System.”

Chair Lane said the section would either be migration or under contract considerations and it would most likely have subpoints.

Member Andy Juarez said he thought it would fall within a category under retention aspects. He said he had started to build a framework with other departments for dedicated drives for storage but questioned retention schedules within the software storage.

Member Sehreh Goodman sent an email following the meeting stating that she had technical difficulties with her microphone and the chat section was not working. She sent in the following comments:

“I am good with the meeting date next month (Dec. 14, 2022 @ 9a).

Regarding retention for email, currently the state advises they should be managed by content and/or intent which makes sense in today’s world. Although, there should still be an official retention for emails that don’t fall under a specific GS series. For this migration matter in the handbook, I like the idea of it being under retention, perhaps for ‘long term’ records management aspect.”

5. Good of the Order/Reports from Committee Members

Chair Lane said he is not on the Executive Board but attended the Executive Board meeting as Chair of the Records Management Committee. He said a couple of surveys had been sent and reminded everyone to do the surveys. He said a reminder was sent for another Athenian Dialogue coming up soon. He also said there was Best Practices virtual sessions upcoming for anyone who would like to attend.

a. Roundtable

There was no roundtable discussion.

6. Next Meeting Date: Wednesday, December 14, 2022 at 9:00 a.m. via Microsoft Teams

Minute Taker: Patricia Buchanan

Chair Lane announced the next meeting date of December 14<sup>th</sup> at 9:00 a.m. and noted the minute taker would be Patricia Buchanan.

7. Adjournment

Chair Lane thanked everyone and wished everyone a Happy Thanksgiving. He requested a motion to adjourn the meeting.

A Motion was made by Member Karen Doncovio and seconded by Member Cathie Butteweg to adjourn the meeting. Motion passed unanimously.

Meeting adjourned at 10:54 a.m.

Respectfully submitted by:

Amy Beyleryan  
Town of Gilbert