



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

Thursday, October 21, 2021

1. Call to Order

Meeting was called to order by Chair Ben Lane at 9:02 a.m.

2. Roll Call and Introductions

The following members attended via teleconference: Ben Lane – Scottsdale, Chair; Cathie Butteweg – Scottsdale, Co-Chair; Kristen Benavidez – Glendale; Charity Brooks – Avondale; Karen Doncovio – Tempe; Lori Dyckman – Peoria; Christy Estavillo – Surprise; Samantha Gesell – Carefree; Andy Juarez – Maricopa; Joy Maglione – Queen Creek; Matt McClean – Cottonwood; and Holly Mosley – Mesa

Absent: Jennifer Pena – Board Liaison; Shawna Lee - Tucson; Leah Rhodes – Sahuarita; Marissa Romo – Litchfield Park; Maria Talamanete – Tucson; and Jennifer Wiita – Prescott

3. Old Business

- a. Discussion and possible approval of minutes for past meetings.

Chair Lane thanked Andy Juarez for drafting the June 3, 2021 minutes.

Holly Mosley made a motion to approve the June 3, 2021 meeting minutes. Kristen Benavidez seconded the motion, which carried unanimously.

4. New Business

- a. Records Management Committee
i. Purpose and Duties.

Chair Lane reviewed the purpose and duties of the Records Management Committee, which is to provide guidance to the AMCA, specifically to the Executive Board and members. We will be reviewing and updating the AMCA records retention schedule. Mr. Lane explained that the committee reviews the records management handbook to ensure alignment with State law and best practices. The handbook provides a template for cities and towns to use for their individual records retention programs. Additionally, the committee provides regular updates to the AMCA membership related to State retention schedules.

Chair Lane added that some projects this year include providing best practice documents on how to manage social media from a record's perspective; how to

motivate employees who work outside of a clerk's office; and remind members when essential records are due to the State Library and Archives.

ii. Attendance and Participation.

Chair Lane thanked committee members for their attendance and participation. Meetings will normally be scheduled for the second Thursday of each month, and he would like to switch the format to Zoom. He reviewed the meeting and minute taker's schedule. Please let Mr. Lane know in advance if you will not be available to attend a meeting. If you are not available to take the minutes during your assigned month, please check with another member to switch dates or check with another member to substitute.

It was noted that November 11th was a holiday; therefore, no meeting will be held on that date. Mr. Lane will distribute a revised meeting schedule prior to the next meeting.

b. Proposed Committee Goals for this Year.

Chair Lane reviewed the assignments and goals and noted it would be included as an agenda item for every meeting and it will be updated monthly. He encouraged members to become involved as much as possible.

Andy Juarez suggested adding email retention schedules to the best practices for social media retention.

Linda Mendenhall (former member) is working on a best practice guide for motivating employees assisting with records who do not work in a clerk office.

Chair Lane stated that Hillary Hiser (former member) shared a strategic preservation policy for non-records; however, it was specific to Marana. Samantha Gesell and Karen Doncovio volunteered to transform the policy into a template for cities and towns use. They will make the document generic, while retaining key points. When it is ready to present, they will contact Mr. Lane to put it on a future agenda for discussion.

Chair Lane reported that the AMCA record retention schedule was presented to the former Executive Board earlier this year. They asked that it be presented to the current Executive Board, so Mr. Lane will present it at the October 26th Executive Board Meeting. Any feedback that is received shall be brought back to the committee for future discussion.

Andy Juarez suggested that the committee work with the State to make State retention schedules clear and concise. Mr. Lane will talk to Dr. Preisler and will include a question-and-answer section on future agendas.

Chair Lane stated that during the November meeting, the committee will review the records handbook and retention schedule.

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

Executive Board member Pena was not available for the meeting and Chair Lane provided an update from Ms. Pena. He said the Executive Board is forming an ad hoc committee for possible executive board restructuring. They are trying to figure out methods for encouraging more members to serve on the Executive Board. Reluctance to serve on the board may be related to the five-year commitment, the workload involved, and/or misconceptions about the board. If committee members are interested in serving on the ad hoc committee, please let Mr. Lane know and he will forward the information.

6. Next Meeting Date: Mr. Lane will poll members about the best date in November and send meeting invites.
7. Adjournment – 9:45 a.m.

Karen Doncovio moved to adjourn. Andy Juarez seconded the motion, which passed unanimously.

Respectfully submitted by:

Cathie Butteweg
City of Scottsdale