



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

**Thursday, October 27, 2022
2:00 p.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
- Sara Burchill
- Karen Doncovio
- Christy Estavillo
- Patti Hageman
- Wendy Henson
- Byron Jones
- Andy Juarez
- Joy Maglione
- Victoria Roedig
- Sharla Sanders
- Jennifer Wiita

1. Call to Order
2. Roll Call and Introductions
3. Old Business
4. New Business
 - a. Records Management Committee
 - i. Purpose and Duties (attached)
 - ii. Attendance and Participation Expectations
 - iii. Minute Taking
 - iv. Proposed meeting schedule

- b. Proposed Committee Goals for this Year
 - c. Topics to discuss at future meetings

- 5. Good of the Order/Reports from Committee Members
 - a. Carla Reece – Executive Board meeting update

 - b. Roundtable

- 6. Next Meeting Date: November 2022; exact date to be determined
Minute Taker: to Be Determined

- 7. Adjournment

Ben Lane
Records Management Committee Chair

PRESIDENT'S AWARD OF DISTINCTION [See Policy]

The President may bestow upon a deserving member of the AMCA, with approval of the AMCA Executive Board, an Award of Distinction, which is given to a member who has assisted the Association with the vision and mission of the AMCA.

AMCA COMMITTEES, ROLES AND RESPONSIBILITIES

Every year, prior to the swearing in of the new Executive Board, the incoming President shall send a Listserv request asking for member volunteers to serve on committees and ask that an application be completed and returned by a specific deadline. The application form as well as the committee member performance expectations are available on the AMCA website along with a listing of the current committees and the member assignments.

Within the month prior to being sworn in, the incoming President shall complete and announce committee assignments for the coming year. Committees can be added if necessary; and conversely, a committee may not have anyone assigned to it.

Below is a list of standing AMCA committees and their roles and responsibilities.

Revised September 2018

COMMITTEE ROLES & RESPONSIBILITIES

COMMITTEE CHAIRS/CO-CHAIRS

Committee Chairs and Co-Chairs shall:

1. Schedule a minimum of four committee meetings each year.
2. Provide meeting schedules to the League for inclusion on the AMCA website.
3. Create agendas for all committee meetings.
 - a. Provide agendas to the membership via the Listserv prior to each meeting.
 - b. Provide agendas to the League for posting on the AMCA website.
4. Create meeting summaries documenting the actions, discussions and consensus of the committee and email them to the membership via the Listserv after each meeting.
5. At the committee's first meeting of the fiscal year, review the requirements of the committee including attendance and participation expectations.
6. Serve as the liaison to the Communications Committee to provide relevant committee information that may be important to the membership and submit updates and/or articles for inclusion in the AMCA Newsletter.
7. Mentor committee members and promote active committee participation.
8. Assist the AMCA Executive Board in supporting and promoting the AMCA mission.
9. Annually review the AMCA Handbook as it pertains to the respective committee and

recommend revisions that will clarify and/or enhance the roles and responsibilities of the committee.

- a. Each committee shall propose revisions to the Executive Board by January of each year or otherwise notify the Executive Board that no Handbook revisions will be necessary.
 - b. A copy of the final Executive Board-approved revisions to the Handbook shall be provided to the Handbook and Constitution Committee Chair for incorporation into the Handbook and placement on the AMCA website.
10. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report for each respective committee for inclusion in the AMCA Annual Report.
- a. The annual report shall include the committee's assigned, accomplished and outstanding goals, as well as any committee efforts to support the strategic plan goals, as applicable.
11. Attend, or designate a committee member to attend, each Executive Board meeting and applicable workshops to provide updates on committee activities and promote and demonstrate two-way communication with the Executive Board, Executive Board liaisons, and between Chair and Co-Chair.
12. Assign a rotating list for members of the committee to take minutes of each committee meeting.
- a. Approved minutes of each committee meeting shall be forwarded to the League for posting on the AMCA website.
13. Coordinate Executive Board-approved additions and/or changes to the AMCA website with the Webmaster.
- a. The League has been designated as the AMCA Webmaster. The AMCA Webmaster maintains the AMCA website, updates the calendar of events, and posts all Executive Board and Committee meeting Agendas & Minutes.
14. Ensure that committee forms posted on the AMCA website are up-to-date and provide any new or updated forms to the League as needed.
15. Submit items to the Executive Board for discussion and approval using the Board Communication Form.
16. Ensure that the AMCA website as it pertains to their respective committee is updated with current information.

CAMPAIGN FINANCE COMMITTEE

The purpose of the Campaign Finance Committee is to serve as a resource for AMCA members in regards to complaints surrounding Campaign Finance.

The Committee shall:

1. Compile and maintain letter templates to be used by Clerks when accepting, processing and responding to complaints.
2. Compile and maintain sample letters used by other Clerks.
3. Compile and maintain a list of resources, including the SOS Election Manual, League Election Manual and statutes, to assist the Clerks.

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.