



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

Thursday, October 27, 2022

1. Call to Order

Meeting was called to order by Chair Ben Lane at 2:02 p.m.

2. Roll Call and Introductions

The following members attended via Microsoft Teams: Carla Reece – Tempe, Board Liaison; 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; Byron Jones – Tucson Airport Authority; Andy Juarez – Maricopa; Joy Maglione – Queen Creek; Sharla Sanders – Surprise; and Jennifer Wiita - Prescott

Absent: Patricia Buchanan – Florence; Wendy Henson – El Mirage; and Victoria Roedig – Chandler

3. Old Business

Chair Lane noted there was no old business to discuss.

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 focus on records and provide guidance to the AMCA, specifically to the Executive Board and members. This committee will be interactive and hopefully a liaison from the Arizona State Library Archives and Public Records (ASLAPR) will be joining to answer our questions from the State's perspective.

ii. Attendance and Participation Expectations.

Chair Lane thanked committee members for their attendance and participation. He asked that members focus on attendance. If you cannot attend a committee meeting, please let him know. He explained that if there is no quorum, the committee can discuss items; however, they cannot take action. Meetings will normally be scheduled for a set date and time and the format will be Microsoft Teams. Chair Lane stated agendas

would be sent out several days before the scheduled meeting and the committee will discuss future agendas during each meeting.

If a member's status changes, and they need to step down, please let Chair Lane know so he can advise the Executive Board. Chair Lane noted the Executive Retreat focus was on meeting attendance. It was relayed that if a member misses three consecutive, or 75% of the scheduled meetings, that member may be administratively removed from the committee, unless they have extenuating circumstances such as an illness.

iii. Minute Taking

Chair Lane will include an assignment of minute takers on the next agenda. If a member is assigned to take minutes but cannot attend that meeting, they need to arrange for another committee member to take minutes.

Chair Lane stated a preference for a uniform template for minutes. He will include a copy of the minutes taken by Co-Chair Butteweg as an example. Please use the template as it captures major talking points and the action taken by the body.

iv. Proposed Meeting Schedule

Chair Lane polled the committee members on days and times for future meetings. There was consensus among the group to hold meetings at 10:00 a.m. on the third Thursday of each month.

b. Proposed Committee Goals for this Year.

Chair Lane received advice from the Executive Board on committee goals. The committee will review the records management handbook to ensure alignment with State law and best practices. The handbook was last updated three years ago. Karen Doncovio suggested the committee break into smaller groups to work on sections of the handbook. Chair Lane acknowledged the suggestion for consideration.

The Committee will review, update, and format the AMCA records retention schedule. Individual committee members will be assigned to take one or two items on the AMCA schedule, find the applicable State General Schedule, and ensure the AMCA retention schedule matches or needs to be updated.

Chair Lane asked for additional projects. Andy Juarez suggested working with the State on an email retention schedule so that emails may be recognized as their own series in a General Schedule. Patti Hageman noted the State had a previous schedule, but it was subsequently deleted. She said it would be helpful if an email could be classified as a unique record as different municipalities currently retain them for different times. Andy Juarez suggested that a retention of "when administrative value has been served" could be used.

Karen Doncovio reported that Helena LaPina, from the Arizona State Library, will be making a presentation regarding email retention at the Fall Best Practices.

c. Topics to Discuss at Future Meetings

Chair Lane will add email retention as a topic on future agendas.

5. Good of the Order/Comments from Committee Members

a. Carla Reece – Executive Board Meeting update

Executive Board Member Carla Reece said she had no specific updates from the Board. However, the Board will be reviewing the AMCA handbook to determine if mission and duties are clear. In answer to Chair Lane's question on the timeframe, Ms. Reece replied there is no specific timeframe for the Board to review the handbook, but hopefully it will wrap up by the end of the year. The Board will be engaging subject matter experts in the process.

6. Next Meeting Date: November 2022, exact date to be determined. The minute taker will be determined.

7. Adjournment – 2:59 p.m.

Respectfully submitted by:

Cathie Butteweg
City of Scottsdale