



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
REGION 2 COMMITTEE MEETING
(Conference Call)**

Tuesday, September 7, 2021

10:00 a.m.

Remote Conferencing


Zoom Meeting ID: 815 6185 5992

Passcode: 427704

Committee Members: **Annie Meredith (Chair), Tina Abriani, Francia Alonso, Ginny Anderson, Lynda Bushong, Sonia Cornelio, Shannon Davis, Tadeo De La Hoya, Tanya Fergusson, Sandra Jones, Larry Killman, Melissa Lopez, Andrea Moreno, Debie Ogden, Jennifer Phillips, Janet Pierson, Amy Putnam, Marianne Salem, Susan Stein, Janet Taylor, Lori Wedemeyer, Kelly Williams.**

Call to Order and Roll Call

1. Welcome and Introductions
2. Approve Region 2 Minutes from April 27, 2021 **(Attachment A)**
3. Old Business:
 - A. AMCA Region II Basket Fundraiser Results
 - B. Discussion and Feedback on 2021 AMCA Annual Virtual Elections Training
4. New Business:
 - A. Region 2 Quarterly Meeting/Conference Call Calendar for 2021-22 **(Attachment B)**
 - B. Discussion Regarding Arizona State Library, Archives, and Public Records (ASLAPR) General Retention Schedule Updates **(Attachment C)**
 - C. Discussion Regarding Upcoming Educational Opportunities
 - a. SOS Recertification Opportunities **(Attachment D)**
 - D. AMCA Committee Updates & City/Town Updates
 - a) Submissions for AMCA Winter issue of *The Clerk's Insider* newsletter due by December 1, 2021 **(Attachment E)**
 - b) Please notify Region 2 Leader of new clerk arrivals
 - c) Please notify Region 2 Leader of clerk departures/retirements
5. Next Meeting – December 1 @ 10:00 a.m.
6. Adjournment

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|---|---|
|  | <p style="text-align: center;">ARIZONA MUNICIPAL CLERKS' ASSOCIATION REGION 2 MEETING <u>MINUTES DRAFT</u></p> <p style="text-align: right;">Tuesday, April 27, 2021 10:00 a.m. Remote Conferencing Zoom Meeting ID: 956 8183 1889 Passcode: 412708</p> |
|---|---|

Committee Members: **Kelly Williams (Chair), Annie Meredith (Co-Chair), Tina Abriani, Francia Alonso, Ginny Anderson, Lynda Bushong, Sonia Cornelio, Shannon Davis, Tadeo A. De La Hoya, Tanya Ferguson, Sandra Jones, Larry Killman, Melissa Lopez, Andrea Moreno, Debie Ogden, Jennifer Phillips, Janet Pierson, Amy Putnam, Marianne Salem, Susan Stein, Janet Taylor, Lori Wedemeyer**

1. Call to Order and Roll Call

Chair Williams called the meeting to order at 10:03 a.m.

PRESENT: Kelly Williams, Annie Meredith, Francia Alonso, Ginny Anderson, Lynda Bushong, Sonia Cornelio, Shannon Davis, Tanya Ferguson, Debie Ogden, Janet Pierson, Amy Putnam, Marianne Salem, Susan Stein, Janet Taylor.

ABSENT: Tina Abriani, Tadeo A. De La Hoya, Sandra Jones, Larry Killman, Melissa Lopez, Andrea Moreno, Jennifer Phillips.

2. Welcome and Introductions

Chair Williams welcomed new members Marianne Salem (Mohave County), Ginny Anderson (Mohave County), and Tanya Ferguson (City of Kingman) to Region 2. Members Salem, Anderson and Ferguson introduced themselves to the committee.

3. Approve Region 2 Minutes from January 12, 2021 (Attachment A)

Member Stein moved to approve the January 12, 2021, minutes, seconded by Member Putnam, and unanimously carried.

4. New Business

A. Discussion regarding Arizona State Library, Archives, and Public Records (ASLAPR) General Retention Schedule Updates

Member Davis reviewed the following updates to the Arizona State Library, Archives, and Public Records General Retention Schedules since the last meeting:

- GS-1074 Rev. 2 – Student Records
- GS-1053 Rev. 1 – Building Safety and Inspection Records

B. Discussion regarding 2021 AMCA Clerks Week Packet (Attachment B)

Chair Williams reviewed the 2021 AMCA Clerks Week promotional packet and materials. The members discussed ways that their city/towns planned to celebrate and promote Clerks Week this year including proclamations, press releases, trivia/games and treats.

C. Discussion regarding AMCA Region 2 Basket Fundraiser (Attachment C)

Chair Williams said the AMCA Scholarship Committee will be holding an online fundraising platform during the AMCA Elections Training (virtual) this year and is asking if every region could come up with a basket or gift that can be raffled online. Chair Williams said the Scholarship Committee is requesting feedback from the Region Committees on this idea. There was discussion from the members on the types of baskets Region 2 has put together in the past and history of splitting Region 2 into two groups. There was consensus from the Committee to put together two baskets/gifts this year from Region 2, splitting into two groups as follows:

Group One: Lake Havasu City, Kingman, Mohave County, Bullhead, and Parker.

Group Two: Quartzsite, San Luis, Yuma, Wellton, and Somerton.

Chair Williams said she would follow-up by email with more information and deadlines.

D. Discussion regarding Upcoming Educational Opportunities

Chair Williams announced that an AMCA Spring Athenian Dialogue was held virtually on April 13-14, 2021. The next AMCA Athenian Dialogue is being planned for Fall 2021.

The AMCA Certified Municipal Clerk Institute will be held (in-person) June 7-11, 2021, and the AMCA Master Municipal Clerk Academy will be held (in-person) June 15-17, 2021. She said more information is available on the AMCA website.

Chair Williams announced that submissions for the Summer issue of *The Clerk's Insider* newsletter are due by May 21, 2021, and reminded members to notify her of any clerk arrivals or departures/retirements in Region 2.

5. Next Meeting

Chair Williams said today's meeting is the last Region 2 Committee Meeting scheduled for this committee calendar year. More information on the next meeting date will be sent out to all Committee members.

6. Adjournment

The meeting adjourned at 10:51 a.m.

REGION 2 MEETING CALENDAR 2020 - 2021



September 2021

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September 7 @ 10:00 a.m.

October 2021

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November 2021

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December 2021

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December 1 @ 10:00 a.m.

January 2022

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February 2022

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March 2022

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May 2022

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June 2022

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June 7 @ 10:00 a.m.

July 2022

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August 2022

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**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE



General Records Retention Schedules Issued to All Public Bodies Omnibus Listing

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

This is a compilation of the Arizona State General Retention Schedules.

Latest changes to this combined document:

| | |
|-----------|---|
| 9/10/2020 | Created cover page for Omnibus Listing. |
| 9/10/2020 | GS-1049, Higher Ed: cover page. |
| 12/2/2020 | GS-1030, Legal: Updated schedule |
| 12/2/2020 | GS-1035, Library: Updated schedule |
| 2/9/2021 | GS-1018, Administrative and Management: Updated schedule |
| 3/16/2021 | GS-1074, Student Records: Update schedule |
| 3/18/2021 | GS-1016, Clerks Records: Update schedule |
| 6/23/2021 | GS-1053, reinserted G-20154 |
| 7/1/2021 | GS-1049, fixed typo in G-52992 |
| 7/23/2021 | GS-1058, Updated Elections schedule |
| 8/12/2021 | GS-1053, Updated schedule |

RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov

Revised: 8/12/2021

Annie Meredith

From: Renada Fisher <rfisher@azsos.gov>
Sent: Wednesday, July 28, 2021 5:07 PM
To: Renada Fisher
Subject: Changes to Re-Certification Training

CAUTION: This email originated from outside the City of Kingman. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

I hope your week is going well.

Through thoughtful consideration, we've decided to offer some Re-Certification trainings virtually. This means that some of the in-person training dates have been converted to virtual trainings. Given this change, I would like to extend the opportunity for you to adjust your training date. This is optional. If you choose to do so, you may re-register here: <https://forms.office.com/r/enHFEfzFeD>. If you do nothing, you will remain scheduled for whatever training date you originally selected.

Below are the changes to the schedule, in which the virtual dates are bolded below.

- **September 13: Virtual**
- September 20: Flagstaff
- September 24: Prescott
- October 7: Tucson
- **October 14: Virtual**
- **October 21: Virtual**
- November 16: Phoenix
- **December 2: Virtual**
- **December 16: Virtual**

If you have any questions, please let me know.

Thank you and have a wonderful rest of your day.

Sincerely,



Renada Fisher
Elections Customer Service Manager
Arizona Secretary of State

Email: rfisher@azsos.gov
Office: 602-542-6488

1700 W. Washington St., 7th Fl. | Phoenix, AZ | 85007

This message and any messages in response to the sender of this message may be subject to a public records request.

2021-2022

AMCA CLERKS INSIDER NEWSLETTER CALENDAR

 Submittals accepted

 Submission Deadline

 Newsletter Published

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| August '21 | | | | | | |
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| September '21 | | | | | | |
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