AMCA ARIZONA MUNICIPAL CLERKS' ASSOCIATION	**ARIZONA MUNICIPAL CLERKS' ASSOCIATION** **RECORDS MANAGEMENT COMMITTEE MEETING** **Thursday, January 8, 2026** **9:00 a.m.** **Google Meet**

Committee Members:

- Chaveli Herrera – Board Liaison
- Eneas Santiago, AZ LAPR Liaison
- Ian Newcomb, Chair
- OPEN, Co-Chair
- Amy Mueller
- Bridgette Roadhouse
- Cara Smothers
- Dana Tucker
- Debbie Altman
- Debbie Thompson
- Denise Stroh
- Dorothy Hernandez
- Freya Arnesen
- Jill Boltz
- Jill McCleary
- Kelsi Miller
- Lisa Nottebaum
- Liz Camacho
- Patti Hageman
- Sehreh Goodman
- Sharla Sanders
- Stacy Anderson

1. **Call to Order (minute taker: Ian Newcomb)**
2. **Roll Call**
3. **Minutes**
   a. Discussion and possible approval of November 13, 2025, meeting minutes (attached)
4. **New Business**
   a. Records Management Handbook 'book club': Review Section 1 Records Retention Schedule and Section 2 Records Retention and Storage, and discussion on desired updates/edits.
5. **Good of the Order/Reports from Committee Members**
   a. Chaveli Herrera – Executive Board meeting update

b. Update on the invitation to the AZ LAPR extended to the Records Management Committee

c. Roundtable

d. Update from the AZ LAPR

6. Next Meeting Date: February 12, 2026

7. Adjournment

Ian Newcomb
Records Management Committee Chair

AMCA ARIZONA MUNICIPAL CLERKS' ASSOCIATION	**ARIZONA MUNICIPAL CLERKS' ASSOCIATION** **RECORDS MANAGEMENT COMMITTEE MEETING** **Thursday, November 13, 2025** **9:00 a.m.** **Google Meet**

1. Call to Order

Chair Ian Newcomb called the meeting to order at 9:02am.

2. Roll Call

Present:
Ian Newcomb, Chair – Florence; Karen Doncovio, Co-Chair – Tempe: Amy Mueller – Peoria; Bridgette Roadhouse – Chandler; Cara Smothers – Yuma; Dana Tucker – Apache Junction; Debbie Altman – Peoria; Debbie Thompson – Marana; Denise Stroh – Gilbert; Dorothy Hernandez – Chandler; Jill Boltz – El Mirage; Lisa Nottebaum – Chino Valley; Patti Hageman – Gilbert; Sehreh Goodman – Prescott Valley;

Absent:
Kelsi Miller – Springerville; Liz Camacho – Buckeye; Stacy Anderson – Goodyear; Sharla Sanders – Surprise

3. Minutes

a. Discussion and possible approval of October 9, 2025, meeting minutes (attached)

On motion of Committeemember Debbie Altman, seconded by Committeemember Amy Mueller, and carried unanimously to approve the October 9, 2025, meeting minutes.

4. New Business

a. Update from the AZ Library of Archives and Public Records and possible discussion with AZ LAPR representative Tevis Blankenship.

Tevis Blankenship, Records Branch Administrator at the Arizona State Library of Archives and Public Records, introduced himself and Records Management Specialist Eneas Santiago. He discussed the role of the Arizona State Archives and noted that they have helped advise over 500 municipalities, counties, and agencies throughout the state on records management. He stated that they also develop retention schedules and that Cindy Kesmor, Records Analyst, can help assist those with questions on retention schedules. He stated that each agency should designate a records officer as a liaison to the State Archives for efficient communication. He noted that he and his team cannot interpret the law for those seeking records guidance.

Vice-Chair Karen Doncovio expressed her appreciation for Ms. Cindy Kesmor.

Chair Ian Newcomb inquired about the use of custom retention schedules.

Mr. Blankenship stated that there was a push to do away with the custom retention schedules, but noted that they will still be utilizing the custom schedules while reviewing them.

b. Records Management Handbook 'book club': Review the Introduction & Overview sections and discussion on desired updates/edits.

Chair Ian Newcomb discussed proposed changes to the AMCA Records Manager Handbook Introduction and Overview sections. He inquired if additional details were needed in the introduction for designation of a records manager, with members Lisa Notebaum, Sereh Goodman, and Cara Smothers discussing the structure of their municipalities. He inquired what resources should be listed in the Introduction for records managers that have additional questions.

Committeemember Sereh Goodman stated that she utilizes the State Library's website but noted that different links to the website might be unreliable due to changes to the website. She suggested the inclusion of other records management resources like NAGARA and ARMA and how to attain a CRM and CRA status.

Chair Ian Newcomb discussed changes to the Overview section, including additions regarding the responsibilities of handling public records requests and protecting personal information, and how to work with the difficulties of finding time for management of records, with Committeemember Sereh Goodman sharing her perspective on dealing with management of physical records and Committeemember Cara Smothers sharing how her organization handles the protection of personal information in responses to records requests.

5. Good of the Order/Reports from Committee Members

a. Chaveli Herrera – Executive Board meeting update

Executive Board Liaison Chaveli Herrera provided the Records Management Committee with an update on the Rommel Cordova Excellence in Education certificate and scholarship award and noted that the League of Arizona Cities and Towns will have a dedicated space on their website talking about Rommel's legacy. She also noted that AMCA-branded merchandise will soon be available and shared some of the mock-ups.

b. Roundtable

Chair Ian Newcomb inquired if the December meeting date worked for the Committee.

6. Next Meeting Date: December 11, 2025

7. Adjournment

On motion of Vice-Chair Karen Doncovio, seconded by Committeemember Patti Hageman, and carried unanimously to adjourn the meeting at 9:33am.

Ian Newcomb
Records Management Committee Chair