



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

**Thursday, April 8, 2020
9:00 a.m.
Teleconference at (800) 220-9875
Participant Code: 23543649#**

Committee Members: Ben Lane, Chair; Cathie Butteweg, Co-Chair; Karen Doncovio; Lori Dyckman; Rachael Hall; Hilary Hiser; Andy Juarez; Karla Lange; Shawna Lee, Linda Mendenhall; Joy Maglione; Holly Moseley; Leah Rhodes; Marissa Romo; Maria Talamante; Jennifer Witta; and Darcie McCracken (Board Liaison)

1. Call to Order
2. Roll Call
3. New Business
 - a.) Review and Discussion Regarding Possible Revisions to Records Management Committee Section of AMCA Handbook (Attachment A)
 - b.) Communication from Arizona State Library and Archives
4. Good of the Order/Comments from Committee Members
5. Adjournment

Attachment A

RECORDS MANAGEMENT COMMITTEE

The Records Management Committee shall coordinate with the State (i.e. the Arizona State Library, Archives and Public Records Division) to provide the AMCA membership with contemporary municipal records retention schedules, standardized policies and procedures, training and documentation, legal risk mitigation, and disaster recovery planning assistance.

The Records Management Committee Chair/Co-Chair shall:

1. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the League of Arizona Cities and Towns for posting to the AMCA website calendar.
 - a. Meetings may take place in conjunction with any AMCA meeting or via telephone conference calls.
 - b. Agendas and meeting minutes are required for all meetings with all agendas and approved minutes posted to the AMCA website by sending an email to AMCAinfo@azleague.org.
2. Assign a rotating list for members of the committee to take minutes of the meetings.
3. Chair or Vice Chair shall serve as the liaison to the Communications Committee.
4. Mentor members and promote active committee participation; aid the AMCA Board in the support and promotion of AMCA leadership roles and the AMCA mission statement.
5. Annually review the AMCA Handbook and policies; propose any suggested changes to the AMCA Board by January of each year.
6. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report of the Records Management Committee for inclusion in the AMCA Annual Report. The annual report shall include the committee's efforts in support of the strategic plan goals, as applicable.
7. Ensure either the Chair, Vice Chair or designee attend monthly Executive Board meetings and annual workshops.
8. Submit updates and/or articles for inclusion in the Quarterly Newsletter.
9. Promote and demonstrate two-way communication with Executive Board, Executive Board liaison, and between Chair and Vice Chair.

The Records Management Committee shall:

1. Work alongside representatives from the Arizona State Library, Archives and Public Records Division (ASLAPR) to develop Municipal and Municipal Clerk's Retention Schedules.
2. Review and evaluate proposed ASLAPR changes to retention schedules identified as having a potential impact on the responsibilities of the municipal clerk.
3. Provide written recommendation to the AMCA Board relating to the organization's records.
4. Promote training, education and evaluation on records management and archiving, providing information to the AMCA Executive Board for dissemination to the membership.

5. Review and evaluate essential record lists for disaster recovery planning, providing information to the AMCA Executive Board for dissemination to the membership.
6. Develop and maintain a Records Management Committee succession plan.
7. Take minutes of the committee meetings for which they are assigned and provide their approved minutes to AMCAinfo@azleague.org. If a member of the committee is unable to attend the meeting they are assigned to take minutes for, the committee member is responsible for switching dates with another member or finding another member to take the minutes on their behalf.

SCHOLARSHIP COMMITTEE

The Scholarship Committee receives applications, evaluates, and administers scholarships for registration fees for municipal clerks to attend training opportunities such as the IIMC Institute/Academy, etc.

The Scholarship Committee Chair/Co-Chair shall:

1. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the League of Arizona Cities and Towns for posting to the AMCA website calendar.
 - a. Meetings may take place in conjunction with any AMCA meeting or via telephone conference calls.
 - b. Agendas and meeting minutes are required for all meetings with all agendas and approved minutes posted to the AMCA website by sending an email to AMCAinfo@azleague.org.
2. Assign a rotating list for members of the committee to take minutes of the meetings.
3. Chair or Vice Chair shall serve as the liaison to the Communications Committee.
4. Mentor members and promote active committee participation; aid the AMCA Board in the support and promotion of AMCA leadership roles and the AMCA mission statement.
5. Annually review the AMCA Handbook and policies; propose any suggested changes to the AMCA Board by January of each year.
6. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report of the Scholarship Committee for inclusion in the AMCA Annual Report. The annual report shall include the committee's efforts in support of the strategic plan goals, as applicable.
7. Coordinate the annual review of all scholarship applications annually, as needed, by the Committee.
8. Oversee the annual selection of new essay questions for the scholarship application by the Committee.
9. Ensure that: 1) all completed scholarship applications are received and deemed eligible according to the current scholarship policy approved and adopted by the AMCA Board; 2) applications are processed, reviewed, and ranked by the Committee members; and 3) a list of recommended recipients are forwarded to the AMCA Board for approval.
10. Declare a conflict of interest when voting on scholarship applications from the member's community and/or recuse oneself from participating in selecting essay questions and reviewing applications if submitting a scholarship application.