



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

**Thursday, March 16, 2023
9:00 a.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
- Melissa Buckley
- Sara Burchill
- Karen Doncovio
- Christy Estavillo
- Sehreh Goodman
- Patti Hageman
- Wendy Henson
- Andy Juarez
- Joy Maglione
- Yvette McKinney
- Victoria Roedig
- Sharla Sanders
- Jennifer Wiita

1. Call to Order

Minute Taker: Victoria Roedig

2. Roll Call

3. Old Business

- a. Discussion and possible approval of February 16, 2023 meeting minutes (attached)
- b. Review minute taker list (attached)

4. New Business

a. Proposed Committee Goals for this Year

- i. Review AMCA Records Officer Handbook Template

b. Topics to discuss at future meetings

- i. Review of RMC Section of AMCA Policy Handbook
- ii. AMCA retention schedule
- iii. Email retention schedule
- iv. Records Management related to software applications and migrating data
- v. Records Management related to contract files

5. Good of the Order/Reports from Committee Members

- a. Carla Reece – Executive Board meeting update
- b. Roundtable

6. Next Meeting Date: Thursday, April 20, 2023 at 10:00 a.m. via Microsoft Teams
Minute Taker: Patricia Buchanan

7. Adjournment

Ben Lane
Records Management Committee Chair



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

Thursday, February 16, 2023

1. Call to Order

Meeting was called to order by Co-Chair, Cathie Butteweg at 10:01 a.m.

2. Roll Call

The following Records Management Committee (RMC) members attended via Microsoft Teams: Cathie Butteweg, Co-Chair – Scottsdale; Charity Brooks – Clarkdale; Patricia Buchanan – Florence; Sara Burchill - Chino Valley; Sehreh Goodman – Prescott Valley (joined at 10:04 a.m.); Patti Hageman – Gilbert; Wendy Henson – El Mirage; Andy Juarez – Maricopa (joined at 10:09 a.m.); Joy Maglione - Queen Creek; Sharla Sanders – Surprise; and Jennifer Wiita – Prescott

Absent: Carla Reece, Board Liaison – Tempe; Ben Lane, Chair – Scottsdale; Kristen Benavidez – Goodyear; Amy Beyleryan – Gilbert; Melissa Buckley – Navajo; Karen Doncovio – Tempe; Christy Estavillo – Surprise; Yvette McKinney – Apache Junction; and Victoria Roedig – Chandler

3. Old Business

a. Discussion and possible approval of January 25, 2023 meeting minutes

There were no comments or corrections to be made. Co-Chair Cathie Butteweg thanked Sara Burchill for preparing the January 25, 2023 minutes. She also thanked Sharla Sanders for taking the February 16, 2023 minutes.

Wendy Henson moved to approve the January 25, 2023 meeting minutes and Joy Maglione seconded; passed unanimously.

b. Review minute taker list

The list was reviewed by Co-Chair Butteweg. Victoria Roedig will take the minutes for the next meeting on Thursday, March 16, 2023. Co-Chair Butteweg asked that if there are any assigned minute takers with conflicts that try to find someone to take their place.

4. New Business

a. Proposed Committee Goals for this year

i. Review AMCA Records Office Handbook Template

Committee members reviewed the manual, which was made available through Microsoft Teams for shared reviewing and editing purposes. Several committee members stated they could not update the hyperlinks within the document and noted that several hyperlinks were directed toward Scottsdale-specific sites. Co-Chair Butteweg noted she would update Chair Ben Lane on the hyperlink issues, and they would determine a solution.

The committee reviewed the first 25 pages and corrected a few grammatical errors. Members reviewed comments in the document, and it was agreed that if no one had any objection to the comments, to note their acceptance by giving the comment a “thumbs up”.

Co-Chair Butteweg asked if everyone uses the same kind of word choice for the position definitions. Andy Juarez stated that his title is records administrator. Patti Hageman stated that Gilbert has a records coordinator in each department and that she is the program manager, Jennifer Wiita explained that Prescott Valley uses records coordinator for each department as well. Co-Chair Butteweg suggested that we leave the wording “as is” and municipalities using the template can put in their specific position names.

On page 6, “Arizona Supreme Court Administrative Order No. 2007-83”, Sehreh Goodman commented that there should be a hyperlink to Arizona Revised Statutes for consistency. It was agreed upon and that neither of the Admin Orders [2007-83 and 2008-88] reference retention timelines on the overview page. The Committee recommended additional research is needed to determine if this provision should be included in the Records Manual. Andy Juarez stated that he examined destruction of court records, and in Maricopa they suggested the Court provide the Clerk’s Office with a certificate of destruction as reference of what is being destroyed. Both Andy and Sehreh pointed out that the Arizona State Library and Public Archives do not keep certificate of records destructions on file for court records.

Committee members will review the next 25 pages for discussion during the meeting in March 2023.

b. Topics to discuss at future meetings

- i. Review Records Management Section of Handbook Template
- ii. AMCA retention schedule
- iii. E-mail retention schedule

- iv. Records Management related to software applications and migrating data
- v. Records Management related to contract files

Cathie Butteweg noted during the next meeting the Committee will be reviewing the Records Management Committee section of the AMCA Policy Handbook. Chair Lane will send information out to Committee members prior to the March meeting.

5. Good of the Order/Comments from Committee Members

a. Executive Board meeting update

Co-Chair Butteweg noted several upcoming trainings: Spring Best Practices (virtual) scheduled for April 18th and 19th; Annual Conference (Elections training and Athenian Dialogue) schedule for July 24th – 27th. Speakers are being scheduled for these trainings and more information will be provided soon.

b. Roundtable

- i. Sara Burchill asked if there are any municipalities that charge for extensive records requests and if so, how much, how do they charge, and how was the process passed and if it as adopted through resolution. Sehreh Goodman stated that Prescott Valley does have a policy she will share with the Committee. Patti Hageman stated that the Town of Gilbert charges for commercial requests and their Police Department has their own fee structure. Several committee members added that they only charge for commercial requests and departments have different fee schedules.
- ii. Patti Hageman asked if anybody had information on House Bill 2808. There was discussion amongst Committee members regarding the timeframe for fulfillment of requests and noted that a definitive timeframe was not given. All members expressed objection to the bill. Co-Chair Butteweg stated that the League of Arizona Cities and Towns is actively opposed to the bill and have been collecting information from different cities to see how long it takes to process records requests. This was a topic of discussion during the AMCA Executive Board Meeting and members expressed concern and opposition to the bill.

6. Next Meeting Date: Thursday, March 16, 2023 at 10:00 a.m.

7. Adjournment

Co-Chair Butteweg adjourned the meeting at 10:38 a.m.

Minute taker – Sharla Sanders, City of Surprise

AMCA Records Management Committee

Meeting and Minute Taker* Schedule

2022-23

Updated March 14, 2023

Meeting Date	Time	Minute Taker	Meeting Held?
Thursday, Oct. 27, 2022	2:00 p.m.	Cathie Butteweg	Yes
Tuesday, Nov. 17, 2022	10:00 a.m.	Amy Beyleryan	Yes
Wednesday, Dec. 14, 2022	9:00 a.m.	Patricia Buchanan	No
Wednesday, Jan. 25, 2023	10:00 a.m.	Sara Burchill	Yes
Thursday, Feb. 16, 2023	10:00 a.m.	Sharla Sanders	Yes
Thursday, Mar. 16, 2023	9:00 a.m.	Victoria Roedig	
Thursday, Apr. 20, 2023	10:00 a.m.	Patricia Buchanan	
Thursday, May 18, 2023	10:00 a.m.	Wendy Henson	
Thursday, June 15, 2023	10:00 a.m.	Patti Hageman	
Thursday, July 20, 2023	10:00 a.m.	Jennifer Wiita	

* Per the AMCA Handbook Records Management Committee Duties:

The Chair or Co-Chair shall assign a rotating list of members of the committee to take minutes of the meetings.