



## CITY COUNCIL TRANSMITTAL

Rachel Otto, Chief of Staff

Date received: 01/08/2025

Date sent to Council: 01/08/2025

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**TO:** Salt Lake City Council  
Chris Wharton, Chair

**FROM:** Rachel Otto, Chief of Staff  
Jill Love, Chief Administrative Officer  
Mark Kittrell, Acting City Attorney

**SUBJECT:** Request for Advice and Consent, Keith Reynolds, City Recorder

**STAFF CONTACT:** Mark Kittrell and Cindy Lou Trishman

**DOCUMENT TYPE:** N/A

**RECOMMENDATION:** The Administration recommends that, pursuant to the City Council's authority to provide advice and consent, and subsequent to an interview, the City Council vote to confirm Keith Reynolds as the Salt Lake City Recorder.

**BUDGET IMPACT:** N/A

### BACKGROUND/DISCUSSION

The City Recorder is one of four statutory positions under Utah law that must be appointed by the Mayor, subject to the City Council's advice and consent. Under Salt Lake City Code 2.08.040, the City Recorder is assigned to the Office of the City Attorney; however, the Recorder is also responsible to the City Council, which has equal and independent access to the Recorder for services with respect to legislative functions.

The Recorder is a critical position in the City and is responsible for maintenance of the City's records, responding to GRAMA requests, recording and creating the minutes for Council meetings, processing contracts, developing archives, and executing on the City's transparency objectives. The position requires a strong leader with a customer-service mentality and attention to detail. Mayor Mendenhall is pleased offer the appointment of City Recorder to Keith Reynolds, subject to the City Council's advice and consent.

Keith has been with the City for nine years, and has maintained a strong connection to records and retention in each role through the City. Most recently Keith has served as the Deputy City Recorder with the scope of records and retention. He's been critical to the buildout and adoption of the electronic document repository system, disposition process, and records liaison connection with City departments. In addition, Keith has worked with IMS on data retention and analytics and training new City employees on the purpose and value of retention and consideration of compliance with GRAMA. Keith is a dedicated public servant, archive expert, and a solution-oriented team player. His resume and CV are attached for your review.

Thank you in advance for your consideration of Keith Reynolds for the position of City Recorder and I look forward to the opportunity to formally introduce him to the City Council in this new capacity when the advice and consent interview is scheduled.

# KEITH REYNOLDS

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APPLYING FOR: SALT LAKE CITY RECORDER

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## CONTACT

[REDACTED]  
[REDACTED]

## PROFILE

Dynamic candidate with master's degree in Public History (a degree designed specifically for the retrieval and presentation of information), 7 years' experience supervising professional staff and/or volunteers, 9 years' experience in records management, 8 years' experience in archives, excellent interpersonal skills and writing ability, as well as extensive experience in teaching and training. Looking to take the next step in my career ladder as the City Recorder for Salt Lake City.

## SKILLS

Leadership  
GRAMA  
Records Management  
Archives  
Training  
Writing  
Interpersonal Skills

## EXPERIENCE

### **Salt Lake City Government**

Deputy City Recorder 2021 - Current  
Engineering Contracts Manager 2019 - 2021  
Engineering Records Manager 2015 - 2019

### **Utah AIDS Foundation**

Client Services Coordinator 2014-2015  
HIV Prevention Coordinator 2013-2015

## EDUCATION

### **University of Wyoming**

2011  
MA – Public History

### **Northern Arizona University**

2004  
BA – History/ Art History

### **University of Wyoming American Heritage Center**

Archives Specialist 2007-2013  
Interim Digital Programs Manager 2012-2013 & 2008 -2009  
Archives Duplication Services Technician 2005-2007

## Keith Reynolds



### Education

M.A. (2011) - University of Wyoming, Public History/ Indigenous Studies

B. S. (2004) - Northern Arizona University, History/ Art History

### Employment

#### **Salt Lake City Government**

**Deputy City Recorder**, November 2021 – Present

Oversee citywide Government Records Access Management Act (GRAMA) requests through training and advisement, citywide management of physical and digital records, retention, classification, training, alignment of retention schedules, assist in daily office operations and staffing, project development and supervision, policy development, and leadership.

**Engineering Contract Specialist**, July 2019 – November 2021

Manage all public right of way contracts for Salt Lake City. Bid projects for design, construction, and on call work, oversee selection committees and interviews, quality control, bid tabulation, contract review and creation.

**Engineering Information and Records Specialist**, November 2015 – July 2019

Provide records management and reference services for internal and external stakeholders. Aid in the selection and implementation of a new Records Management System. Maintain electronic records as well as physical archives. Database maintenance. Fulfill Government Records Management Act (GRAMA) requests, assist with citizen complaints, take payments, and research alleyway ownership.

#### **Utah AIDS Foundation:**

**HIV Prevention Coordinator**, November 2013 – March 2015,

**Client Services Coordinator**, March 2015 – October 2015, Coordinate HIV prevention efforts, teach workshops, train and supervise volunteers and interns, maintain working relationships with donors and community partners, conduct outreach, maintain a social media presence, staff and stock a food pantry and maintain relations with 300+ clients.

#### **Strayer University:**

**Adjunct Faculty**, July 2014 – October 2014,

Teach contemporary U.S. history as an 11-week course with an online component.

#### **University of Wyoming, American Heritage Center:**

**Archives Specialist**, May 2007 – November 2013,

Arrange and describe collection material using traditional and MPLP processing methods. EAD creation using XML, MARC, DACS, and LOC best practices.

Digitize items and create metadata records. Serve a regular desk shift in the reference department. Create lesson plans, curate exhibits, conduct research, assist patrons, and other duties as assigned.

**Interim Digital Programs Manager**, May 2012 – July 2013 and June 2008 – February 2009, Supervise full and part time employees, hire and train new employees, oversee grant projects, oversee digitization workflows, oversee AV digital transfer workflows, as well as maintain my duties as an archives specialist.

**Archives Duplication Services Technician**, April 2005 – May 2007, (half time). Digitize photographic and audio visual archival materials. Assist with Wyoming History Day. Assist patrons at the information desk. Fulfill patron requests for AV materials.

**University of Wyoming, History Department:**

Graduate Teaching Assistant, August 2005 – May 2007, (3/4 time).  
Lecture, hold office hours, create assignments, and lesson plans, grade, and other duties for classes ranging from 40-100 students. Classes included Western Civilization I and II, History of Christianity, and American Indian History.

**Professional Growth and Certifications**

NAGARA – GARA certification (projected completion 2025)

Salt Lake City Leadership Training 2024

Notary Public – Expires December 2025

ArcGIS (Geographic Information Systems) – Intro and Intermediate – April 2016

A Day with GRAMA. Utah State Archives Spring Conference – April 2016

ARMA-Utah Spring Seminar, Records Tools You Can Use – March 2016

**Membership:**

*NAGARA (Active)*

*Society of American Archivists (Former)*

*ARMA International (Former)*

*Society of Rocky Mountain Archivists (Former)*

*Archivists without Borders (Former)*

**Scholarship**

**Presentations and Papers:**

“Equality in the Equality State: A Brief History of Activism in Wyoming”  
Plenary panel presentation, Shepard Symposium on Social Justice, April 2013

“Written in Stone” Presentation on the historical usage of stonework on the University of Wyoming Campus, Laramie, Wyoming, December 2010.

“How Soon is Too Soon? Coping with 21<sup>st</sup> Century Perils” Colorado/ Wyoming Association of Museums, Laramie, Wyoming, May 2010. (Panel discussion about exhibits commemorating relatively recent tragedies.)

“Hidden in History: The Story of Grace and Agnes” Reoccurring guest lecture, University of Wyoming, Women’s Studies Dept. and Dean of Students Office, 2008 – 2010. (Presentation based on my talk at the GLBT ALMS Conference.)

“A Small but Persistent Voice: Recovering and Documenting the History of Queer Wyoming.” 2008 GLBT Archives Libraries Museums and Special Collections Conference, CUNY, May 2008. (This was a public history research project to recover the personal lives and connections between two female professors who taught at the University of Wyoming in the early 1900’s.)

“Cultural Crossroads: The Intersection of Myth and Reality” 2007 Graduate Symposium, University of Wyoming (Presentation about Native American depictions in the early tourist industry.)

### **Lesson Plans:**

“Saiciye (Adornment),” Lesson Plan and Primary Sources on Teaching Native American Art, University of Wyoming, American Heritage Center, August 2010

“To My Dear Ones at Home,” Lesson Plan and Primary Sources on Teaching Western Migration History, University of Wyoming American Heritage Center, 2010

“The Creation of Cody, Wyoming by Buffalo Bill Cody,” Lesson Plan and Primary Sources, Partnership for Civics Education, University of Wyoming School of Education and American Heritage Center, 2008

“The Persecution of the Hollywood Ten,” Lesson Plan and Primary Sources, Partnership for Civics Education, University of Wyoming School of Education and American Heritage Center, 2008

### **Exhibits:**

“Terror at the Theater: Fifties Fears” Traveling Exhibit, University of Wyoming, American Heritage Center and Gallery Exhibit, University of Wyoming, Art Museum. September 9, 2011 – December 2, 2011.

(This is an exhibit about the way fear was depicted through science fiction movies in the 1950’s. It consists of a temporary full gallery exhibit in the U.W. Art Museum and a slightly smaller traveling exhibit that will be available for loan by museums nationwide after the full exhibit closes.)

“Picturing the West: From Camera to Computer” Permanent Exhibit, University of Wyoming, American Heritage Center, September 2010.

(This exhibit showcases the premiere Western photography exhibits housed at the AHC as well as the digital services offered.)

“Angels and Activism: Silence is Loud” Temporary Exhibit, University of Wyoming, American Heritage Center, March 30 – April 10, 2009.  
(This exhibit was part of the Shepard Symposium on Social Justice and featured photographs and artifacts showcasing the counter protests and support shown for peace and equality in Laramie, Wyoming in the days following the Murder of Matthew Shepard.)

**Committees and Advisement:**

*Records Management Software Selection Committee, An appointment to aid in the selection and implementation of a new Salt Lake City Government wide records management program. 2018 – 2019*

*Innovation and Process Improvement Committee, An appointment to help the Salt Lake City Engineering Department streamline and improve new and existing workflows and processes, 2019 – 2020*

*Ready Responder, Department leader in disaster preparedness. Lead efforts in the Great Utah Shakeout, conduct emergency drills, attend meetings. 2016 – 2019*

*Section Leader, Society of American Archivists, Co-Chair 2016-2018*  
*Queer Studies Advisory Committee, An appointment through the College of Arts and Sciences to create, implement, and advise a new minor, 2008 – 2013*

*Shepard Symposium on Social Justice -Steering committee and presenter, 2008 - 2013*

*Spectrum – University of Wyoming’s Queer/Ally Student Organization*  
*Executive board member, 2006-2007. Staff advisor, 2008 – 2013*

*Web 2.0 Task Force, AHC – Committee to determine possible applications of Web 2.0 technologies in an archival setting, 2009 – 2010*

**Teaching:**

Adjunct Faculty – Strayer University – Cont. U.S. History, Summer 2014

Recurring Guest Lecturer - Introduction to LGBT/NS Studies 2008 – 2013.

Recurring Guest Lecturer – Teaching Social Justice Education, 2008 – 2013.

Recurring Guest Lecturer – Special Events, Dean of Students Office, 2009 – 2013.

Graduate Teaching Assistant - Western Civilization I and II, History of Christianity, and American Indian History, August 2005 – May 2007.

**Volunteer Service:**

Salt Lake City Gay Men's Book Club – Founder and facilitator, January 2014 – Present

Utah/ Wyoming History Day Programs – Volunteer and coordinator, 2007 - Present

Church Historian, St. Paul's UCC, January 2011 – November 2013