

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
GRAMA RECORDS DESIGNATION AND CLASSIFICATION PROCESS

Reference --

Government Records Access and Management Act (GRAMA), Utah Code Annotated, Sections 63G-2-306 & 63G-2-307

Records Management, Salt Lake County Ordinance #1190, Section 2.82.070; Security of Personal Identifiers, Salt Lake County Ordinance #1717 & 1598, Section 2.81.

Records Management Program Definitions Policy 2000; Countywide Policy 2090, GRAMA Statutory Classification of Public and Non-Public Records; Countywide Policy 2040, Appeals Process.

Purpose --

The Government Records Access and Management Act (GRAMA) requires all county records and record series, in any format, to be evaluated, designated, classified and scheduled for retention according to the provisions of the Act. The presumption is that all records are considered public unless specifically provided otherwise. After considering statutory classifications and balancing rights of access and of privacy, records may be designated or classified as PUBLIC, PRIVATE, PROTECTED or CONTROLLED.

The Designation Process is used as an initial tool for determining and assigning classification categories to record series. It is considered to be an "informal" process because it postpones the detailed examination needed to "formally" classify a record.

1.0 Distinction between Designation and Classification

- 1.1 Designation of records means to assign an initial or primary classification of a records series. This is done at the agency level based on their knowledge of the records.
- 1.2 Classification of records means to determine whether a record series, data or information within a record is PUBLIC, PRIVATE, CONTROLLED, PROTECTED, or EXEMPT from disclosure pursuant to court rule, another state statute, federal statute, or federal regulation. Based on content, records may have more than one classification.

2.0 Records Classifications

- 2.1 [Public Records](#) as defined by GRAMA are found in the Utah Code.
- 2.2 [Private Records](#) as defined by GRAMA are found in the Utah Code.
- 2.3 [Private information concerning certain government employees](#) as defined by GRAMA is found in the Utah Code.

- 2.4 [Controlled Records](#) as defined by GRAMA is found in the Utah Code.
- 2.5 [Protected Records](#) as defined by GRAMA is found in the Utah Code.
- 2.6 [Non-records](#) as defined by GRAMA is found in the definitions section of the Utah Code.
- 2.7 Exempt Records are those records to which access is restricted pursuant to court rule, a state statute, a federal statute, or a federal regulation are considered exempt. Such records shall be classified and scheduled for retention as appears appropriate according to the terms of the statute or court order.

3.0 Designation Process

- 3.1 County agencies are required to designate their record series, if not already classified, when requested under GRAMA. Records Management & Archives may provide agencies with assistance in designating their records, as well as requesting assistance from the District Attorney.
- 3.2 The county may designate or re-designate; classify or reclassify records or data at any time.

4.0 Classification Process

Classification of records series will be made at the time record series are scheduled for retention. See Countywide Records Policy and Procedure 2070, Records Retention Scheduling Process.

- 4.1 Classification of a record may be conducted at any time, but classification of records in a record series shall be made upon a records request. Records classification is part of the retention scheduling process and will follow the same guidelines.
- 4.2 When the public status of a record is specifically and expressly addressed by statute (for example, property records held by the Recorder), no classification or designation is required.
- 4.3 The County Records Manager shall file a copy of approved retention schedules with designations, classifications, or changes with the Utah Division of Archives & Records Services within thirty (30) days of the action -- as required by GRAMA.

5.0 Appealing Classification

At any time, a person, an agency, or other government entity may appeal a designation or classification by using the established appeals process.

6.0 Changing a Record's Designation or Classification

The same process used for designation and classification will be used for changing the designation or classification of a record.

APPROVED and PASSED this 20 day of August, 2013.

SALT LAKE COUNTY COUNCIL

Steve DeBry, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office Date