

Records Management & Archives

Agency	Section	Record Title	Description	Retention	Classification	Comments	Schedule #
Records Management & Archives	Administration	Administrative Correspondence	These records include director's correspondence, division procedures, project files, budget planning information, documentation about records legislation, and related division documents.	Permanent	Public	Approved by GRAMPA 10/25/2012.	RM-003
Records Management & Archives	Administration	GRAMPA Committee Records	These records document the Government Records Access Management & Policy Administration records including meeting minute records; GRAMA requests and appeals, and records policy and ordinance changes.	10 Years	Primary: Public Secondary: Protected UCA 63G-2-305 (31)	Approved by GRAMPA 10/25/2012.	RM-004
Records Management & Archives	Administration	HIPAA Compliance Records	The division director is the county's HIPAA Privacy officer and responsible to maintain administrative records to show federal compliance with the Health Insurance Portability and Accountability Act. They include gap assessments, federal rules and regulations, internal correspondence, security assessments, and documentation showing updates or changes regarding HIPAA, including data breach information relating to HITECH (Health Information Technology for Information and Clinical Health),	Permanent	Public	Approved by GRAMPA 10/25/2012.	RM-005
Records Management & Archives	Administration	Public Programming files	These records include newsletters, photographs, content for websites and publications, brochure development, exhibit content, and materials used for promotion of the Archives program to its users and the public.	10 years or until superseded.	Public	Approved by GRAMPA 11/29/12	RM-006
Records Management & Archives	Records Management	Destruction Letters	These records document the destruction of county records in accordance to approved retention schedules. They include the notification of destruction letter; the attached records transfer forms, and the destruction log, which includes cubic feet information and other record series level information. They also include the destruction letters from agencies submitting records for immediate destruction.	20 Years	Public	Approved by GRAMPA 11/29/12	RM-001
Records Management & Archives	Records Management	Inventory database and logs	This is an electronic records management system that documents county records holdings and physical locations, records format and content. Includes records metadata for ongoing management, preservation and disposition. Of county records; also includes destruction and accession logs.	Maintain until administrative use ends and save yearly snapshots permanently.	Protected UCA-63G-2-305(11)	Approved by GRAMPA 11/29/12	RM-007
Records Management & Archives	Records Management & Archives	Records Request and Out Cards	These forms document information requests made by the public or county agencies. They are used for statistical and budget purposes. The forms include information requested; requester's name, address, and telephone numbers, actions taken, records used to fulfill the request, and other relevant information.	1 year	Primary Classification: Private UCA 63-2-302(2)(d) Secondary Classification: Public	Approved by GRAMPA 10/25/2012.	RM-002