

SALT LAKE COUNTY
COUNTY-WIDE POLICY
ON
GRAMA RECORDS MANAGEMENT POLICY & PROCEDURE DEFINITIONS

Reference -

Government Records Access and Management Act (GRAMA), Utah Code Annotated, Title 63 Chapter 2.

Records Management, Salt Lake County Ordinance Section 2.82

Purpose –

The following definitions are applicable to all Countywide Records Policies and Procedures. They define terms used in records and information management and are provided to assist in understanding and using the records management policies.

1.0 Definitions

- 1.1 Access: the right to inspect a public record free of charge and take a copy of a public record during normal working hours.
- 1.2 Administrative Values: the usefulness of records/archives for the conduct of current and/or future administrative business. Also referred to as operational value.
- 1.3 Agency: means any office, department, division, section, staff office, board, committee or other division of Salt Lake County Government, any public or private entity or person which contracts with the county to provide goods or services directly to the county, or any private nonprofit entity that receives funds from the county.
- 1.4 Agency Administrator: the organization or agency's director, manager, or administrative office responsible for assigning a Records Coordinator to manage the agency's records.
- 1.5 Agency Records Manager: a person or person's assigned responsibility for the management of an organization's records. Responsibilities include complying with relevant laws, ordinances, regulations, and policies regarding records management; assisting agency staff with records management issues; and functioning as the agency liaison with Records Management and Archives.
- 1.6 Aggregate Information: records or information gathered or collected as a group to comply with a records request.
- 1.7 Appeal: action taken by any person aggrieved by an agency's determination of a records request.

- 1.8 Applicant: or “application”, the person or process of applying for access to records.
- 1.9 Classification: “or classify, means determining whether a records series, record, or information within a records is public private, controlled, protected, or exempt from disclosure.
- 1.10 Computer Software Application: means the series of instructions or statements that permit the functioning of a computer system in a manner designed to provide storage, retrieval, and manipulation of data from the computer system, and any associated documentation, manuals or other source material explaining how to operate the software application. “Software” does not include the original data or record that is manipulated by the software.
- 1.11 Consent for Release: a form used by agencies required in circumstances when an individual requesting a private record is the subject of the record, is the parent or legal guardian of the subject, or have power of attorney from the subject of the record.
- 1.12 Controlled Records : Records that generally relate to medical or mental health records, the release of which would likely be detrimental to the subject of the record.
- 1.13 Copyright Protected: means the right vested by law in the author of a document and his/her heirs or assignees to publish or reproduce the document or to authorize publication or reproduction thereof.
- 1.14 County Archives: the official repository of historical county records and the central depository for reports, publications, productions in other media, rules, policies, county regulations, and when appropriate, historical artifacts.
- 1.15 County Records Center: the official repository for semi-active county records that provides storage, retrieval, maintenance, and reference pending final disposition of the records.
- 1.16 County Records Manager: the person responsible for monitoring records management and archival functions; providing training and resources to educate records management staff; and ensuring compliance with GRAMA, the Ordinance and related Countywide policies.
- 1.17 Court Order: an order issued from a competent court that requires a person to do or abstain from doing a specified act.
- 1.18 Data: means individual elements or field (for example, birth date, address) in records.
- 1.19 Decision: the written response of the records hearing board to the requestor regarding their records appeal.

- 1.20 Denial: the written decision of authorized records staff denying the records request.
- 1.21 Designate: or “designation” means to give an initial or primary classification to a record or record series indicating the likely classification that a majority of such records or record series would likely be given if classified.
- 1.22 Disclosure: the act of providing access to or to make known the contents of a record.
- 1.23 Dispose: or “disposition” means to destroy, or render irretrievable or illegible, a record or the information contained in it by any physical, electronic or other means, including deletion or erasure of electronically recorded audio, visual, non-written formats, data processing or other records.
- 1.24 Documentation: an organized set of documents explaining a system, process, project, etc, and the requirements needed to use and maintain the system.
- 1.25 Exempt Records - Some records are not considered subject to the Act and are referred to as exempt. Exempt records are materials to which access is governed by court order, statute, or federal regulation.
- 1.26 Fees: the costs charged to the requestor relating to the compilation or copying of a record or records in relation to a records request.
- 1.27 Fiscal Value: the value of records that document financial transactions and may be required for audit purposes.
- 1.28 Format: the plan or arrangement of a document or data and the physical form in which the document exists.
- 1.29 Government Records Access Management Act (GRAMA): the state statute governing the public’s right of access to government information and the conditions under which disclosure or restriction of records may occur.
- 1.30 Government Records Access & Management Policy Administration (GRAMPA): The Government Records Access and Management Policy Administration (GRAMPA) shall assist the County in complying with the Government Records Access and Management Act (GRAMA) and provide assistance, input and recommendations regarding County records activities and policies.
- 1.31 Hearing Board: the individuals selected from the Government Records Access policy Administration (GRAMPA) who comprise the records appeal hearing board.
- 1.32 Historical Records: records maintained permanently for their historical and enduring value.
- 1.33 Information Systems: the structures, processes, and technologies used to generate, process, and transmit information to support an organization.

- 1.34 Intellectual Property Rights: an idea, secret, mark, or expression that is protected by patent, trade secret, trademark, or copyright. Also an organization's work product that is owned by the organization.
- 1.35 Inventory: also referred to as a "records inventory", a process that creates a detailed listing of an agency's records including types, locations, dates, volumes, and other pertinent information necessary to provide accurate records identification.
- 1.36 Legal Value: the value inherent in records that provide legal proof of business transactions and that demonstrate compliance with legal, statutory, and regulatory requirements.
- 1.37 Levels of Appeal: the levels of records appeal a requestor may need to advance through in order to complete the administrative records appeal process.
- 1.38 Notice of Denial: a form used during the records request process to notify the requestor they have been denied access to the record. Includes the reason for denial and right of appeal information.
- 1.39 Notice of Identification Required: a form used during the records request process to notify the requestor they must provide positive identification to obtain access to the nonpublic record.
- 1.40 Notice of Extended Time Required: a form used during the records request process to notify the requestor the agency requires additional time to process the request that lists the reasons why and when the records will become available.
- 1.41 Non-Records - Under GRAMA, some written, computerized, or other types of materials are not considered records and thus need not be designated, classified, and scheduled for retention or released to the public. Non-records include materials privately owned by an employee prepared for personal use, drafts, and materials protected by copyright.
- 1.42 Penalties: the criminal penalties a person may be guilty of who intentionally discloses nonpublic records or who intentionally withholds which must be released as required by law.
- 1.43 Nonpublic-Records: means those records defined as private, controlled or protected under the provisions of the County Ordinance and the GRAMA Act.
- 1.44 Personal Privacy: the privacy rights of individuals that are considered for the purposes of records classification, designation, disclosure, and notifying a subject when a request has been made.
- 1.45 Privacy: the right of an individual to be secure from unauthorized disclosure of information about oneself that is contained in documents/records.

- 1.46 Private Records – records regarding a person's personal circumstances that may be classified as private and unavailable for disclosure; including records of benefits eligibility, medical records, and personal financial information. Private records are also divided into two types; those that are always classified as private, and those that are usually classified as private.
- 1.47 Protected Records - Protected records generally deal with those matters where release of the information may be harmful to government function and working processes; including materials dealing with confidential commercial information, purchasing strategies, investigations and audits, public safety, attorney-client relationships, the minutes of closed meetings, and similar information.
- 1.48 Public Records - all records are considered public unless specifically provided otherwise. The law provides that there are two types of public records; those which are always treated as open and available to the public or, those which are usually classified as available to the public, but which may be classified as non-public under limited circumstances.
- 1.49 Record - books, letters, documents, papers, maps, photographs, films, cards, tapes, recordings, electronic data or other documentary materials - regardless of physical form or characteristics -prepared, owned, received or retained by an agency where all the information in the original is reproducible by some mechanical, electronic, photographic or other means.
- 1.50 Records Amendments: the process of amending the content or specifics of an erroneous record through the records appeals process.
- 1.51 Records Certification: the formal assertion or authentication of a record by authorized staff verifying it as a true copy of the original.
- 1.52 Records Compilation: the process of collecting and reviewing; redacting or removing, and compiling records in compliance with a records request.
- 1.53 Records Correction: see Records Amendments
- 1.54 Records Designation: see Designate
- 1.55 Records Disposal/Destruction: see Dispose
- 1.56 Records Duplication: the process of copying or by other means duplicating an original record to comply with a records request.
- 1.57 Records Management: a field of management responsible for the systematic control of the creation, maintenance, use, and disposition of records.
- 1.58 Records Management Handbook: a reference manual to assist Agency Records staff in managing agency records. It contains GRAMA, the Records Management Ordinance, Countywide Records policies and procedures, required forms and instructions.

- 1.59 Records Request: a written request to inspect records and receive copies as made under the Government Records Access Management Act (GRAMA) UCA Title 63 Chapter 2.
- 1.60 Records Request Worksheet: a form used by agencies to document the actions taken by staff on a records request. Includes information about the requestor, date/time received, information about the classification of the records, and the agency's response to the request.
- 1.61 Records Retention Schedule - a list of series titles with time periods established for which records shall be retained, where records shall be retained and what shall be their final disposition. Records are retained for administrative, legal, fiscal, audit, historical and/or public interest purposes.
- 1.62 Records segregation: the process of removing restricted documents or information from files prior to providing access to them.
- 1.63 Record Series - a group of records that function together as a unit. A series may contain any records listed above if they are arranged into an organized system. A series is treated as a unit for purposes of management, primary classification and retention scheduling.
- 1.64 Records Scheduling: the process of determining a time period for records to be maintained for administrative, fiscal, legal, and historical purposes; and to provide authorization for their disposal.
- 1.65 Referrals: requests for records both incoming and outgoing that are referred from other county government agencies.
- 1.66 Release of Information: see Consent for Release.
- 1.67 Salt Lake County Records Management Ordinance: the ordinance complying with the state records law (GRAMA) and providing agencies with information regarding disclosure of records and restriction of access.
- 1.68 Salt Lake County Records Policies: Countywide policies and procedures that provide specific information regarding records access, retention scheduling, and general records management functions.
- 1.69 Salt Lake County Retention Schedule: the official listing of all County agencies records with retention and classification information as approved by the GRAMPA committee.
- 1.70 State of Utah County General Retention Schedule: a state-approved retention schedule created for all counties in Utah that provides records retention and classification guidelines for most general records created by county agencies.
- 1.80 Sharing Records: the process of allowing another government agency access to records of the original government agency under the conditions set forth in UCA 63-2-206.

- 1.81 Subpoena: a writ commanding a person to produce in court certain designated documents or other evidence.
- 1.82 Timeliness of Response: the time period allowed by law for an agency to respond to a records request made under GRAMA.
- 1.83 Verbal Request: a request for records made in person or by telephone. Not usually considered a valid request under GRAMA.
- 1.84 Vital Records: records identified as essential for the continuation or survival of the agency if a disaster strikes. Such records are necessary to re-create the agency's legal and financial status and to determine the rights and obligations of the citizens and the employees.
- 1.85 Written Request: a request for records made in writing made under the authority of GRAMA.

APPROVED and PASSED this 27 day of December 2000.

BOARD OF COUNTY COMMISSIONERS
OF SALT LAKE COUNTY:

Mark Shurtleff, Chair

APPROVED AS TO FORM:

ATTEST:

Sherrie Swensen, County Clerk

District Attorney's Office Date