

SALT LAKE COUNTY
COUNTY-WIDE POLICY
ON
SALT LAKE COUNTY RECORDS MANAGEMENT PROGRAM

Reference -

Government Records Access and Management Act, (GRAMA) Utah Code Annotated, Section 63G-2-701.

Records Management, Salt Lake County Ordinance 2.82

Records Management Program Definitions Policy 2000

Purpose -

Salt Lake County shall maintain a Records Management and Archives Program which is designed to carry out the language of the ordinance and GRAMA and which complies with other federal and state statutory and regulatory record-keeping requirements.

1.0 Responsibilities:

- 1.1 Salt Lake County shall establish and maintain a records management and archives program which includes written policies that provide guidelines in interpreting and implementing the ordinance and GRAMA and which are to be followed by the records management programs throughout Salt Lake County government.
- 1.2 Government Records Access Management and Policy Administration (GRAMPA): (see Salt Lake County Policy #2120).
- 1.3 Each agency (as defined in the ordinance), division, department, and office in Salt Lake County government shall implement a records management program which meets the needs of the agency and which complies with the ordinance and GRAMA.

APPROVED and PASSED this 20 day of May, 2014

SALT LAKE COUNTY COUNCIL

Michael Jensen, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office Date