

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
GRAMA RECORDS RETENTION SCHEDULING PROCESS

Reference --

Government Records Access and Management Act (GRAMA), Utah Code Annotated, Subsection 63G-2-103(26)

Records Management, Salt Lake County Ordinance #1190, Section 2.82.165

Countywide Records Policy 2010, Agency Records Coordinator, Section 1.3, Policy 2115, Retention and Classification of Electronic Mail Section 4.0, and Policy 2130, GRAMA - Electronic Records Retention Policy, Section 6.0

Purpose --

GRAMA and the Salt Lake County Records Management Ordinance requires all County records, whether hard copy, electronic or otherwise, be evaluated, designated with a primary classification and scheduled for retention. Compliance with this policy serves both public and County interests by assuring that records are accessible and administrative, legal, fiscal, and historical requirements have been met.

The definition of a [record](#) is as stated in and in accordance with GRAMA.

1.0 Requirements for Establishing Retention Schedules

- 1.1 This policy establishes official retention schedules that govern the length of time records are retained; their final disposition, either maintained for historical purposes or destroyed upon meeting retention; and their classification under GRAMA.
- 1.2 The responsibility for developing a retention schedule shall reside with county offices, departments and divisions, with the assistance and advice of the Records Management & Archives division. Records Management & Archives is responsible for development of all forms and procedures used in this process.
- 1.3 In scheduling records for retention, the following considerations shall be taken into account:
 - 1.3.1 Any specific retention requirement established by law, statute or ordinance;
 - 1.3.2 Reasonable records standards and needs, based on best business practices, retention storage capabilities, and particular industry or professional requirements or standards;
 - 1.3.3 Legal needs, including pending or likely litigation;
 - 1.3.4 Applicable statutes of limitation;
 - 1.3.5 Any pending fiscal or performance audit process;
 - 1.3.6 Administrative and policy needs; and

- 1.3.7 Historical value.
- 1.4 In the absence of an agency retention schedule, the County adopts the appropriate retention schedule as approved by the State of Utah.
- 1.5 Retention schedules are subject to review and approval by the Government Records Access and Management Policy Administration (GRAMPA).

2.0 Requirements for Revising the Salt Lake County Retention Schedule

It is the responsibility of County agencies to periodically review and evaluate their retention schedules and classifications. They are responsible to submit retention changes to Records Management & Archives for submission to GRAMPA for approval.

3.0 Compliance with GRAMA Regarding Retention Schedules and Classifications

Records Management & Archives will submit reports to the State of Utah regarding changes to retention schedules or records classification not more than thirty (30) days after action has been taken by the GRAMPA committee.

APPROVED and PASSED this 20 day of Aigist, 2013.

SALT LAKE COUNTY COUNCIL

Steve Debry, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office Date