

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
GRAMA CORRECTION OF ERRONEOUS RECORDS

Purpose -

The purpose of this policy is to provide a process for erroneous County records to be corrected.

Reference -

Government Records Access and Management Act (GRAMA), Utah Code Annotate, Sections 63G-2-601 & 603

Records Management, Salt Lake County Ordinance, Section 2.82.120

1.0 Amendment Requests

- 1.1 A person may contest the accuracy or completeness of any PUBLIC, PRIVATE, OR PROTECTED record concerning the person, his or her property or affairs, or records they have lawful access to by requesting that the county amend the record.
- 1.2 A correction request may be verbal or must be written and made to the agency that has custody of the records. Requests shall include: the petitioner’s name, mailing address and daytime telephone number, and a brief statement explaining how and why the county should amend the record.

2.0 Approvals or Denials

Within thirty (30) calendar days of the receipt of a request to amend a record, the responsible county agency shall issue a written statement approving, approving in part, or denying the request to amend the record.

- 2.1 If the county agency approves the amendment request, it shall correct as soon as practicable its records containing the incorrect information.
 - 2.1.1 The county agency granting a request to correct an erroneous record shall provide a copy of the statement approving the request to the requestor. That agency may alert other county agencies of the correction. It shall be the responsibility of the requestor to notify all other county agencies, outside government agencies, and other persons about the correction. There is no private right of action for damages or other relief when a correction is not conveyed to other agencies or persons.
- 2.2 The county agency may not disclose any record that is the subject of a request until the county has either amended the record or denied the amendment request.
- 2.3 If the county agency denies in full, or denies in part, a request to amend a record, it shall inform the petitioner in writing and provide a brief written statement giving the reasons for denying the request.

3.0 Record Amendment Requests – Appeals

3.1 If a county agency denies a request to amend a record, the petitioner may submit a written statement to the agency contesting the information in the record. The petitioner may appeal the denial of the request to amend according to the county’s records appeals process set out in countywide policy 2040 GRAMA Appeals Procedure.

4.0 Procedure and Exceptions

If the request to amend a record is granted, the county shall amend the record as provided below:

4.1 The county agency shall retain both the erroneous record and the corrected record only for records with permanent retention schedules or for records including, but not limited to, information relating to title to real or personal property, medical records, vital records, or judicial case files or regarding any record which the county agency determines must be maintained in its original form to protect the public interest and to preserve the integrity of the records system.

4.2 Agencies shall comply with the federal, state, and local laws; regulations; and applicable standards and practices that preserve integrity of information.

APPROVED and PASSED this 10 day of June, 2014.

SALT LAKE COUNTY COUNCIL

Michael Jensen, Chair

SALT LAKE COUNTY CLERK

Sherrie Swensen

APPROVED AS TO FORM:

District Attorney Date