

SALT LAKE COUNTY
COUNTY-WIDE POLICY
ON
GRAMA ADMINISTRATION (GRAMPA)

Reference -

Records Management, Salt Lake County Ordinance #1190, Section 2.82.140

Purpose -

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.

1.0 GRAMPA Functions

- 1.1 GRAMPA is created by Salt Lake County Ordinance 2.82.140.B. GRAMPA shall serve such functions as are provided in that ordinance and in this Policy and Procedure.
- 1.2 GRAMPA shall be responsible for developing and recommending draft policies relating to records access and management issues, which policies shall be subject to the review, approval and adoption of County Steering Council and the County_Council.
- 1.3 GRAMPA shall be responsible for oversight and development of countywide records management, access standards, review, and approval of retention schedules. GRAMPA shall also periodically review existing policies and practices for compliance and conformance to current records and information standards.
- 1.4 GRAMPA shall provide such assistance and advice as may be requested regarding internal department or division records policies and activities.

2.0 GRAMPA Members, Terms and Activities

- 2.1 GRAMPA shall consist of members chosen among County officials, employees, and citizens with an interest or background in records management and information technology management.
 - 2.1.1 The minimum number of members on GRAMPA shall be fourteen (14), plus the chairperson.
 - 2.1.2 Initial membership may consist of one member from each County department and elected office. County divisions may request individualized membership on GRAMPA upon the approval of the department's director or the elected official and of GRAMPA.
 - 2.1.3 Membership shall be subject to reassessment or reappointment at least annually.

- 2.2 GRAMPA shall include at least two citizen members subject to advice and consent of the County Council.
- 2.3 GRAMPA representatives shall serve for indefinite terms. The authority to nominate and substitute GRAMPA members shall lie with the individual elected officials, department directors, and division directors. The Director of Records Management & Archives may also make recommendations.
- 2.4 GRAMPA shall be chaired by the Director of Records Management & Archives. A vice-chair shall be elected by GRAMPA members to conduct meetings in the absence of the chair. Other on-going or temporary officers or sub-committees may be created by GRAMPA as needed.
- 2.5 GRAMPA meetings may be scheduled monthly or as needed. The chair may cancel scheduled meetings or convene additional meetings as determined necessary by the chair or by GRAMPA. All GRAMPA meetings shall be subject to the Open Meetings Act. Committee members may participate in the meeting by telephone/electronic means in accordance with the Open Meetings Act.
- 2.6 Staff assistance to GRAMPA shall be as designated by the County Records Management and Archives Division and legal counsel provided, as necessary, by the County District Attorney.
- 2.7 Agendas, minutes and other records shall be maintained as necessary and as provided by the Open Meetings Act. All records created by GRAMPA will be maintained by County Records Management and Archives and will be scheduled and classified as required by law.
- 2.8 GRAMPA may adopt internal policies and procedures regarding its own operations, voting, quorum requirements and similar activities.

APPROVED and PASSED this 20 day of August, 2013.

SALT LAKE COUNTY COUNCIL

Steve DeBry, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office

Date