

SALT LAKE COUNTY
COUNTY-WIDE POLICY
ON
AGENCY RECORDS MANAGEMENT PROGRAMS

Reference –

Government Records Access and Management Act, (GRAMA) Utah Code Annotated, Sections 63-2-103 & 63-2-903

Records Management, Salt Lake County Ordinance #1190, Subsection 2.82.140C

Records Management Program Definitions Policy.

Purpose -

This policy establishes the components and responsibilities of Agency Records Management Programs along with staff functions necessary to implement the program.

1.0 Functions and Responsibilities

Each organization, agency (as defined in the ordinance), division, department, and office of Salt Lake County government shall determine the need for records management staff and shall make such appointments as appropriate. Appointees shall coordinate compliance of their organization with the ordinance; ultimate responsibility for compliance, however, rests with the organization's director. The basic duties shall be:

- 1.1 Coordinate agency records program with County Records Manager.
- 1.2 Receive training and ensure training is provided for agency.
- 1.3 Classify agency records and establish retention schedules according to records management procedures.
- 1.4 Coordinate transfer of records for semi-active or permanent storage.
- 1.5 Coordinate processing of records requests and appeals, and maintain proper documentation.
- 1.6 Ensure agency records created and maintained in non-paper formats (such as microfilm, digital imaging, or other electronic formats) are managed in accordance with established procedures.
- 1.7 Collaborate with other applicable agencies, as needed in accordance with county records management policies.
- 1.8 Perform other duties as appropriate to implement the intent of the ordinance.

2.0 Records Management Staff Qualifications

- 2.1 Ability to work effectively with others to ensure compliance with Records Management Ordinance and GRAMA requirements.
- 2.2 Ability to coordinate agency records program with the County Records Manager.
- 2.3 Knowledge of agency mission, records, and standard operating, procedures, and an understanding of federal, state and county requirements governing the function of the agency.
- 2.4 4.4 Understanding of the Records Management Ordinance, GRAMA, county policies, and relevant requirements regarding records management.

APPROVED and PASSED this 20 day of December, 2000.

BOARD OF COUNTY COMMISSIONERS-OF
SALT LAKE COUNTY

Mark Shurtleff, Chair

ATTEST:

APPROVED AS TO FORM:

Sherrie Swensen, County Clerk

District Attorney's Office

Date