

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
GRAMA STORING RECORDS IN THE COUNTY RECORDS CENTER

Reference --

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

Records Management, Salt Lake County Ordinance, Section 2.82.160.

GRAMA Records Management Program Definitions, Countywide Policy #2000

GRAMA Records Retention Scheduling Process, Countywide Policy #2070

Purpose --

GRAMA and the Salt Lake County Records Management Ordinance requires that all County records be evaluated, classified, and scheduled for an appropriate retention period. All County records must be scheduled and classified prior to transfer for temporary storage at the County Records Center or for permanent historical management in the County Archives.

In order to provide efficient and cost-effective storage, County records stored at the County Records Center will be reviewed annually for retention compliance and after agency notification will be disposed of according to policy. (See Countywide Records Policy and Procedure 2110).

1.0 Storing Records in the County Records Center

- 1.1 All records that are inactive may be stored at the County Records Center. Records Management and Archives assumes responsibility for the physical storage and security, as well as ensuring the proper disclosure and release of information. Agency records will be released to authorized persons only. The County Records Center is a closed facility and does not allow the public access to County records.
- 1.2 Records stored by agencies remain in the agency's jurisdiction and may be retrieved at any time for the purposes of the agency. Records Management and Archives is the custodian of these records on behalf of the agency.
- 1.3 To qualify for storage in the Records Center, a record series must have an approved retention schedule or be in the process of becoming scheduled. If the records do not have an approved retention and need to be scheduled, contact Records Management for assistance.
- 1.4 If the records have been scheduled and have an approved retention, they are ready to be transferred to the County Records Center. Agencies must complete the Records Transfer Form and send it to County Records Management. Forms are available by contacting Records Management & Archives staff or can be accessed from the Records Management website. Agencies must maintain a copy of their Records Transfer Forms.

1.5 When the Records Transfer Forms have been received and any questions or concerns have been resolved, the records are ready for transfer to the County Records Center. Records Management & Archives staff will coordinate with the Facilities Division or directly with the agency for delivery of the records.

2.0 Records Held by County Archives

2.1 All records that have permanent historical value, excluding those covered by other statutes, are held in the custody of the County Archives. Records Management and Archives assumes responsibility and long-term management for the physical storage, security, preservation and access of these records. Upon transfer, these records are relinquished from the agency's jurisdiction and are held in trust by the County as a historic resource for the citizens of Salt Lake County and the public at large.

APPROVED and PASSED this 7 day of December, 2010.

SALT LAKE COUNTY COUNCIL

Joe Hatch, Chair

ATTEST:

SHERRIE SWENSEN, County Clerk

APPROVED AS TO FORM:

District Attorney's Office Date