

SALT LAKE COUNTY  
COUNTYWIDE POLICY  
ON  
**BUSINESS CONTINUITY AND DISASTER RECOVERY FOR RECORDS**

**References --**

- Government Records Access Management Act (GRAMA); Utah Code Annotated §63-2-101 et seq
- Salt Lake County Code of Ordinances: Title 2; Chapter 2.82 Records Management
- Salt Lake County Countywide Policies and Procedures: GRAMA Policies 2000 through 2120, Computing and Networking Systems Policy 1400, Emergency Management Policy 1410
- Salt Lake County Emergency Management Plan 2005

**Purpose --**

The County recognizes that records comprise a vital informational asset necessary to conduct the public's business and provide accountability to its citizens. The intent of this policy is to provide step-by-step procedures to reduce the risk of disruption of County services and ensure continuity of government operations.

**1.0 Agency Responsibilities**

- 1.1 County agencies are responsible for managing their records for current administrative use, legal and fiscal accountability, and historical purposes. Each agency must have a disaster recovery plan and procedure to address records restoration issues in the event of a disaster. A good disaster recovery plan will include:
- 1.1.1 Risk assessment, a step-by-step process to identify external and internal threats and risks;
  - 1.1.2 Disaster mitigation, a step-by-step process for providing preventative measures and records protection;
  - 1.1.3 Disaster remediation, a step-by-step process that is undertaken to lessen damage to records that has already occurred; and
  - 1.1.4 Business continuity, a step-by-step process that is necessary for the resumption of daily operations after a disaster.

**2.0 Disaster Recovery Plan Elements**

- 2.1 Agencies must work within existing county policies and protocols regarding building security and safety, access to physical systems, policies and procedures, and local fire and public safety requirements.
- 2.2 Risks to information resources must be managed cost effectively and commensurate with the value of the informational assets being protected. Vital records, those essential for an agency to resume business or continue operations, must be identified.

- 2.3 Current professional guidelines and legal requirements must be considered in establishing plans, as well as current statutory and programmatic mandates. Organizational responsibilities, relevant procedures, and staff assignments must also be considered.
- 2.4 Agencies must establish step-by-step procedures that address records issues regarding system backups and offsite storage, staff training, and a yearly review and update of the disaster recovery plan. Agencies must coordinate their plan with any vendors or internal service providers whom they use to assist them with their computer operations. Agencies who share data systems or information management concerns must develop their plans accordingly.
- 2.5 Agencies must identify their vital records, those that are essential to protect the financial, legal, and operation functions of the agency. The priority for restoration of agency vital records is based on the following:
  - 2.5.1 Records and information that is essential for emergency operations in the event of a disaster;
  - 2.5.2 Records and information that is essential for immediate resumption and continuation of business;
  - 2.5.3 Records and information that is essential for legal and audit purposes; and
  - 2.5.4 Records and information that could not be replaced and that provide a history of the agency and its decision-making processes.
- 2.6 Recommended documentation of vital records should identify what business function it supports and include information about what media the record is stored on; and is the record backed up, to what media, how often, and where is it stored.
- 2.7 A Compliance checklist must be completed by the agency and maintained on file in the agency’s office. A copy of the checklist must be submitted to Records Management & Archives by July 1 of each year. The checklist is available on the Records Management link on the country intranet site.

**3.0 Compliance**

- 3.1 Agencies will be considered in compliance with this policy when they have a written copy of their plan and procedures available in their office for review. Administrative agencies must submit a copy to the Mayor’s office or their designee. Elected officials are encouraged to submit a copy to the Mayor’s office or their designee in order for the County to facilitate an organized response to a disaster. Agencies should review their plans on an annual basis and update by July 1 of each year.

APPROVED and PASSED this 12 day of September, 2006.

SALT LAKE COUNTY COUNCIL

ATTEST:

\_\_\_\_\_  
Cortlund Ashton, Chair

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Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

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District Attorney’s Office      Date