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Salt Lake County Mayor

**DEPARTMENT OF
ADMINISTRATIVE SERVICES**

Megan Hillyard
Director

DIVISIONS

ADDRESSING

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September 6, 2022

Salt Lake County Council
Attn: Laurie Stringham, Chair
2001 South State Street #N2-200
Salt Lake City, Utah 84114

Re: Enactment of New Public Access and Records Management Ordinance and Policies

Dear Council Members:

The Salt Lake County Administrative Services Department and the Division of Records Management & Archives is pleased to announce that we have completed a lengthy project to revise, simplify and update the County's Records Management Ordinance and Policies and Procedures. We are bringing to the Council a proposed new county ordinance and simplified policies regarding GRAMA procedures and we respectfully request the Council's adoption of these draft proposals.

The proposals have been prepared over an intensive process of several years and have been reviewed and approved by both the Records Information Committee and the Steering Committee. We have presented the proposed policies to Council staff and received feedback, both during the drafting stage and again prior to submitting the item for the agenda. The main purposes of this effort are to eliminate unnecessary duplication of the State law in ordinance, remove from the ordinance and the policies instructions and information more appropriately set out in a user's manual, and make the ordinance simpler and more user friendly.

- 1) We request that the Council adopt a motion that repeals the existing ordinance and enacts a new ordinance to replace it. Both these actions are accomplished by Section I and Section II of the attached draft ordinance. Because of this approach, the draft does not show changes with underlining and strike-throughs and therefore, in order to make the changes clear to the Council, we have included a document that sets out the old ordinance and shows the material being deleted by yellow highlights.
- 2) The proposed changes to the county-wide GRAMA Policies are more dramatic. We are recommending that the Council adopt a motion to repeal all current County GRAMA Policies, including numbers 2000, 2005, 2010, 2030, 2040, 2050, 2060, 2070, 2080, 2100, 2105, 2110, 2115, 2120, 2125, and 2130; 16 policies in all. Much of the material contained in these policies either duplicates state law or county ordinance or it represents information more appropriately contained in a comprehensive records user manual.

- 3) Lastly, we recommend that the Council adopt a motion to enact two new county-wide policies: 2010, regarding Public Records Access, and 2020, regarding Records and Information Management. These two short policies clarify the procedures to get access to county records, the County's GRAMA appeal process, and the structure and organization of the records management function in the County.

We hope this information is helpful and we will be prepared to answer any questions in the Council's Work Session when this matter is on the agenda.

Sincerely,

Megan Hillyard, Director
Administrative Services Department