

Records and Information Management Policy

This policy includes language from current County Policy:

- 2005 Records Management Program (1 page)
- 2010 Agency Records Management Program (2 page)
- 2105 Storing Records at the Records Center (2 page)
- 2110 Records Disposal (4 page)
- 2120 GRAMA Administration (2 page)
- 2130 Electronic Records Retention (8 page)

All six policies totaled 19 pages. 50% was duplicative language of statute.

We condensed into a four-page policy that is much clearer and readable.

Proposed Migration of Policy 2005 (Records Management Program) to Records and Information Management Policy

Pertinent language was moved from this policy to the new Records and Information Management Policy. The highlighted language is now part of that policy. Other language was removed due to it being duplicative language in statute. Language that is educational in nature will be moved into Record Management Standards.

Purpose

Removed purpose statement.

1.0 Procedures – Salt Lake County

New Policy Section 1.0 Responsibilities - Records Management and Archives Division

Condensed language and removed duplicative statutory requirements.

New Policy Section 1.1 – 1.4

1.2 Responsibilities – GRAMPA

Condensed language from current County policy 2120

Introducing the name change of GRAMPA to Records and Information Management Committee to be current with best practices and industry standards.

New Policy section 2.0

1.3 Responsibilities – Agencies

Condensed language.

New Policy section 3.0

1.4 Responsibilities – County Records Management Division

Condensed language

New Policy section 1.0

1.5 Responsibilities – Agency Records Management Program

Removed duplicative language.

Condensed into New Policy section 3.0

Additional information to be included in Records Management Standards.

Proposed Migration of Policy 2010 (Agency Records Management Program) to Records and Information Management Policy

Pertinent language was moved from this policy to the new Records and Information Management Policy. The highlighted language is now part of that policy. Other language was removed due to it being duplicative language in statute. Language that is educational in nature will be moved into Record Management Standards.

1.0 Functions and Responsibilities

Condensed language and moved into New Policy

New Policy section 3.0

2.0 Records Management Staff Qualifications

New Policy section 3.1

Proposed Migration of Policy 2120 (Storing Records at the Records Center) to Records and Information Management Policy

Pertinent language was moved from this policy to the new Records and Information Management Policy. The highlighted language is now part of that policy. Other language was removed due to it being duplicative language in statute. Language that is educational in nature will be moved into Record Management Standards.

Purpose

Removed purpose statement.

1.0 Storing Records in the County Records Center

Educational/training for employees. Majority will be moved to Records Management Standards.

Condensed language and moved important language to New Policy

New Policy section 4.0

2.0 Records Held by County Archives

Moved to New Policy section 4.4 ad 4.5

Proposed Migration of Policy 2110 (Disposal of Records) to Records and Information Management Policy

Pertinent language was moved from this policy to the new Records and Information Management Policy. The highlighted language is now part of that policy. Other language was removed due to it being duplicative language in statute. Language that is educational in nature will be moved into Record Management Standards.

Purpose

Removed purpose statement.

1.0 Justification

Removed duplicative language and moved to New Policy

New Policy section 3.1

2.0 Records Stored in the Records Center

Removed duplicative language that was already in County Policy 2105

New Policy 4.0

3.0 Non-Electronic Records Stored by County Agencies

Section not necessary. Duplicative to IT Standards.

Educational/training for employees. Majority will be moved to Records Management Standards.

4.0 Electronic Records Disposal

Educational/training for employees. Majority will be moved to Records Management Standards.

5.0 Disposal of Non-Records

Educational/training for employees. Majority will be moved to Records Management Standards.

6.0 Training and Education

Removed this section, mentioned in New Policy section 1.0

Proposed Migration of Policy 2110 (GRAMPA) to Records and Information Management Policy

Pertinent language was moved from this policy to the new Records and Information Management Policy. The highlighted language is now part of that policy. Other language was removed due to it being duplicative language in statute. Language that is educational in nature will be moved into Record Management Standards.

This policy changes the name from the Government Records and Access Management and Policy Administration to the Records and Information Management Committee

Purpose

Removed purpose statement.

1.0 GRAMPA Committee Functions

New Policy section 2.0

2.0 GRAMPA Committee Members, Terms and Activities

Condensed language and moved to New Policy

New Policy section 2.3

Proposed Migration of Policy 2130 (Electronic Records Retention) to Records and Information Management Policy

Pertinent language was moved from this policy to the new Records and Information Management Policy. The highlighted language is now part of that policy. Other language was removed due to it being duplicative language in statute. Language that is educational in nature will be moved into Record Management Standards.

Purpose

Removed purpose statement.

1.0 Definitions

Removed this section, definitions are found on the Records Management website.

2.0 E-mail Classification

Removed Section

Educational/training for employees. Majority will be moved to Records Management Standards.

3.0 Responsibilities of Salt Lake County Agencies

Condensed language and moved to New Public Access Policy section 3.0

Majority will be moved to Records Management Standards.

4.0 Litigation Hold Requirements

Removed section

Duplicative to County Policy 1400- Litigation Holds, Preservation of Potential Evidence, and Reporting of Potential Litigation

5.0 Storing Electronic Records

Condensed language and moved to New Policy

New Policy section 5.0

6.0 Records Retention Schedule

Removed section, duplicative to County Policy 2070

Condensed language and moved to new Public Access Policy

New Policy section 3.0

6.6 Social Media

Removed section.

Duplicative to County Policy 1400-6.1 Information Technology Security: Social Media Management

6.7 Cloud Computing

Removed section, not necessary.

7.0 Computer Security System

Removed Section

Duplicative to County Policy 1400-1 Information Technology Security: Acceptable Use Policy

8.0 Standardization of File Names, File Formats, System Migration and Data Recovery

Removed Section

Educational/training for employees. Majority will be moved to Records Management Standards.

9.0 Digital Signatures

Removed Section

10.0 Audit Trails

Removed Section

11. Website Retention

Removed Section, retention is based on content and follows agencies retention schedule