

SALT LAKE COUNTY
COUNTY-WIDE POLICY
ON

Records and Information Management

1.0 Responsibilities – Records Management and Archives Division

1.1 The Salt Lake County Records Management and Archives Division (“RMA”) provides guidelines to interpret and implement county wide policies, the ordinance and the Act. Agencies shall follow RMA’s guidelines.

1.2 RMA’s director shall interpret and provide final guidance, including best practices for the agency staff, regarding internal agency records management and storage.

1.3 RMA shall provide consultation, assistance, and training to agency records management staff. Each agency is responsible for fulfilling its obligations under the Act, county ordinance, and county policy.

1.4 RMA assumes responsibility and long-term management for the physical storage, security, preservation, and access to permanent records containing historical, fiscal, and administrative value.

2.0 Records and Information Management (RIM) Committee

2.1 The County shall maintain a Records and Information Management (RIM) Committee. The Committee shall serve such functions as are provided in Salt Lake County Ordinance and policies.

2.2 The RMA director shall chair the RIM Committee. The Committee shall assist the County in complying with the Act and providing assistance, input, and recommendations regarding County records classification, retention schedules. and policies.

2.3 The committee shall have representation from RMA, Mayor’s Operations, Information Technology, Contracts and Procurement, County Council, Sherriff, Treasurer, Health Department, and the District Attorney. Other agencies may request membership on the committee upon the approval of the agency director or the elected official.

2.4 Agendas, minutes and other records shall be maintained as necessary and as provided by the Open Meetings Act. All records created by the committee will be maintained by RMA and will be scheduled and classified as required by the Act.

3.0 Responsibilities – Agencies

3.1 Each Agency shall establish its own records management program and assign staff as needed to perform duties and receive appropriate training to implement the intent of the Act, ordinance, and policies.

3.2 Agencies shall develop retention schedules that shall reside with county agencies with the assistance of RMA. Agencies shall also classify agency records as provided in the Act.

3.3 Agencies are responsible to submit retention schedule changes and records classifications to RMA for submission to the RIM Committee for approval.

3.4 Agencies shall coordinate processing of records requests, appeals, and maintain proper documentation within the Public Request Portal. RMA shall provide advice as appropriate.

4.0 Storing Records – Records Center

4.1 Agencies shall store records in compliance with county policy and practices.

4.2 Agencies may coordinate with RMA staff to store inactive or semi-permanent records at the County Records Center.

4.3 All records that are inactive may be stored at the County Records Center. RMA assumes responsibility for the physical storage and security of such records, and shall process proper disclosure and release of information of such records. Agency records will be released to authorized agency persons only.

4.4 Records Management will provide guidance for disposal of unique record formats that require special handling, upon request by the agency.

4.5 All records that have permanent historical, fiscal, or administrative value, excluding those addressed by other laws, are held by County Archives.

4.6 Upon transfer to the Records Center, permanent records are relinquished from the agency's custody and are held in trust by County Archives as resource for the citizens of Salt Lake County and the public at large.

5.0 Storing Records – Electronic

5.1 Long-term storage requires that electronic records be stored in a sustainable, long-term format which allows the record to be accessible throughout its life cycle and retention period. Accessibility practices for electronic records shall be reviewed and tested regularly to ensure accessibility and cost effective storage.

5.2 An electronic record shall be in a format that maintains the integrity of the original document. Any migration process to a new electronic storage system or process, shall also accurately preserve the original record for future reference.

5.3 Agencies shall work with Information Technology Division to ensure systems comply with standards outlined in state statutes, county ordinance or standard industry business practices.

5.4 Agencies using electronic systems that do not have the capability of disposing of electronic records from the system must ensure that paper copies of the records are maintained as the record copy.

APPROVED and ADOPTED by the Salt Lake County Council on the _____ day of _____, 2022.

SALT LAKE COUNTY COUNCIL

Laurie Stringham, Council Chair

ATTEST:

Sherrie Swenson, County Clerk, date

ADVISE AS TO FORM AND LEGALITY:

Gavin Anderson, Deputy District Atty, date