

SALT LAKE COUNTY
COUNTYWIDE RECORDS MANAGEMENT AND ARCHIVES STANDARD
ON
CLASSIFICATION AND RETENTION SCHEDULING

Purpose -

The purpose of this standard is to offer guidance regarding the records retention scheduling process, including classification of agency records series.

Reference –

The policy and standards set forth herein are provided in accordance Chapter 2.82.060 Records Management. Also referencing the following:

Countywide Policy 2010 Public Record Access (GRAMA)

Countywide Policy 2020 Records Management

1.0 Scope

The Act and the Salt Lake County Ordinance 2.82 requires that all County records be evaluated, designated with a primary classification, and scheduled for retention. Compliance with this policy serves both public and County interests by assuring that records are accessible and administrative, legal, fiscal, and historical requirements have been met. Agencies may also use the [State of Utah's General Schedule](#) to develop and establish retention schedules using records descriptions of previously approved records series.

2.0 Definitions

Classification

Determining whether a record or information is public, private, controlled, protected or otherwise exempt from disclosure.

Controlled records

A record that contains data on individuals that is controlled as provided in section 63G-2-304.

Public record

A record that is not private, controlled, protected or exempt from disclosure based on some other statute.

Private record

A record that contains data on individuals that is private as provided in section 63G-2-302.

Protected record

A record that is classified as protected as provided in section 63G-2-305.

Records

All books, papers, letters, documents, maps, plans, photographs, sound recordings, management information systems, or other documentary materials, regardless of physical form or characteristics, made or received, and retained by any public office under state law or in connection with the transaction of public business by the offices, agencies, and institutions of the state and its counties, municipalities, and other political subdivisions.

Record Series

A group of identical or related records, files, documents and/or other media created by one agency that are normally used, indexed, or filed together, and that permit evaluation as a unit for retention and disposition purposes.

Retention Schedule

A list or other instrument describing record series and their minimum retention periods.

Segregation of Records

When records contain both public and restricted information, they may be segregated to allow access to the public information and deny access to the remaining information (redacted).

3.0 Standard Statement

All County agencies shall follow the County's Classification and Retention Scheduling Standard. Each agency's records management program is responsible for the classification of its own records. If agencies need help determining classifications, they are encouraged to reach out to the Division of Records Management and Archives for guidance and use their legal resources available to them.

4.0 Standard Guidance

All county records must be classified according to law and given a specified retention period for how long the records must be kept. GRAMA provides that each governmental entity evaluates all its records and designate classifications. The evaluation of classification is based on the content of the record, not its format. There are four types of classification in GRAMA: Public, Private, Protected, and Exempt.

The Act does not require that any record be classified until that record is requested. However, an effective method of managing classification decisions is to designate intended classifications for each record series the agency maintains.

Classification

Classification is the process of identifying the access rights based on the content of the record, and records must be classified in response to a GRAMA request. Designation is the process of determining what the primary classification would be in review of a records series as a whole.

When classifying records, agencies will:

- evaluate all record series that it uses or creates.
- designate those record series [classifications](#), whether public, private, protected, etc.
- report the designations of its record series to the Records and Information Management Committee.

Agencies may redesignate a record series or reclassify a record or record series, or information within a record at any time.

Retention Scheduling

If the records within your agency have not been scheduled, use the [retention schedule reference sheet](#) and submit it to Records Management providing details about your records in order to assign them a records schedule number.

You will be asked to provide the following information:

- Name, email, and phone number of the person completing the classification
- Descriptive title of the records (include alternate titles)
- Date ranges of records
- Information regarding the filing arrangement of the series; alphabetical, etc.
- County functions documented by the records
- How the records are used
- What information is contained in the record series
- Designation and classification of records, whether public, private, protected, etc.

Retention Schedule Review

Agencies submissions will be reviewed by Records Management and an assignment of series number will be created. Upon receiving the retention and classification number, agencies will review and make changes if needed. After any edits and any changes are made, it will be submitted to the Records and Information Management Committee for approval.

5.0 Exceptions

Any exceptions to this standard must be explicitly approved in writing by the Salt Lake County Director of Records Management and Archives or their designee.

Policy Resources – Linked Documents

- a. [State of Utah's General Schedule for document retention](#)
- b. [GRAMA Classification Worksheet](#)
- c. [Retention Schedule Reference Sheet](#)