

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
RECORDS MANAGEMENT AND ARCHIVES
**TRANSFERRING, STORING, AND RETRIEVING RECORDS
AT THE RECORDS CENTER STANDARD**

Purpose -

The purpose of this standard is to offer guidance regarding the transferring of records as well as retrieving records still in the custody of the agency.

Reference –

The policy and standards set forth herein are provided in accordance Chapter 2.82. Records Management. Also referencing the following:

Countywide Policy 2010 Public Record Access (GRAMA)

Countywide Policy 2020 Records Management

1.0 Scope

Utah's Government Records Access and Management Act ("GRAMA") and the Salt Lake County Records Management Ordinance require that all County records be evaluated, classified, and scheduled for an appropriate retention period. All County records must be scheduled and classified prior to transfer for temporary storage at the County Records Center or for permanent historical management in the County Archives.

In order to provide efficient and cost-effective storage, County records stored at the County Records Center will be reviewed annually for retention compliance and after agency notification will be disposed of according to policy.

2.0 Definitions

Archives

The archival repository which is located within the County Records Center County Records Management and Archives' staff is responsible for selecting, preserving, and making available records determined to have permanent or continuing value.

County Records Center

A facility specially designed and constructed to provide low-cost, secure storage, and retrieval service on inactive records, pending ultimate disposition. The Records Center is located in West Valley City.

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.

3.0 Policy Statement

All County agencies shall follow the County's Records Transferring, Storing, and Retrieving Records Standard. Each agency's records management program is responsible for the classification of its own records and the transfer of those records to the County Records Center, if necessary. If an agency needs help determining which records should be transferred to the Records Center for temporary storage or permanent storage, they are encouraged to reach out to the County Records Management and Archives for guidance and use their legal resources available to them.

4.0 Standard Guidance

All records that are semi-active or inactive may be stored at the County Records Center. Records Management and Archives assumes responsibility for the physical storage and security; however, County agencies still maintain custody and will continue to follow proper disclosure and release of information stored at the Records Center. Agency records will be released to authorized persons only. The County Records Center is a closed facility and does not allow the public access to County records.

Records stored by agencies remain in each agency's jurisdiction and may be retrieved at any time for the purposes of the agency. County Records Management and Archives is the custodian of these records on behalf of the agency. An agency's records custodian may [request records](#) from the Records Management and Archives Division at any time during normal business hours.

To qualify for storage in the Records Center, a record series must have an approved retention schedule or be in the process of becoming scheduled. If the records do not have an approved retention and need to be scheduled, contact County Records Management and Archives for assistance.

If the records have been scheduled and have an approved retention, they are ready to be transferred to the County Records Center. Agencies must complete the [Records Transfer Form](#) and send it to County Records Management and Archives for review. Once approved, agencies will take the necessary [steps to transfer their record boxes](#) to the Records Center. County Records Management and Archives staff will coordinate with the Facilities Division or directly with the agency for delivery of the records. Agencies must maintain a copy of their Records Transfer Forms.

5.0 Records Held by County Archives

All records that have permanent legal, fiscal, and historical value, excluding those covered by other statutes, are held in the custody of the County Archives. County Records Management and Archives assumes responsibility and long-term management for the physical storage, security, preservation, and access of these records. Upon transfer, these records are relinquished from the agency's jurisdiction and are held in trust by the County as a historic resource for the citizens of Salt Lake County and the public at large. (See [Archive Standard](#))

6.0 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. [Request Records from Archives](#)
- b. [Records Transfer Form](#)
- c. [Records Transfer Instructions](#)