

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
RECORDS MANAGEMENT AND ARCHIVES POLICY AND STANDARDS

Purpose-

This policy is designed to ensure that County Records Management and Archives (RMA) resources and processes are composed to a set of best practice records management and archive standards wherever possible. Salt Lake County Records Management and Archives will monitor and enforce compliance with this policy.

The purpose of this policy is to define the process by which RMA policies and standards are developed and approved. RMA policies and standards will be developed by RMA in consultation with the existing County governance process.

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

All Countywide Human Resource Policies

1.0 Scope

All Salt Lake County employees shall adhere to this policy on both disclosure and restrictions on access to County records. 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.

2.0 DefinitionsRecords Management and Archives Standards

Records Management and Archives Standards are specific requirements that must be met by everyone. These may be internal requirements or those from an external standards body.

Records Management Policy

Records Management policies outline specific organizational requirements or rules that must be followed, and specific actions that are not permitted, and include statements of consequences for violations.

3.0 Policy Statement

It is the policy of Salt Lake County to establish records management and archive policies and standards driven by changes in public records access and management. Standards will be established, maintained and published by RMA. All standards will be reviewed by the governance processes allowing for discussion by stakeholders. All standards established under this policy will apply to all individuals who fall within the scope of this policy.

4.0 Exceptions

Any exceptions to this policy must be explicitly approved in writing by the Salt Lake County Mayor or their designee.

5.0 Enforcement

Anyone found to have knowingly violated this policy shall be subject to disciplinary action.

APPROVED and ADOPTED this 23rd day of July, 2023.

SALT LAKE COUNTY COUNCIL:

By Laurie Sturges
Chairperson

ATTEST:

Lannie Chapman

Lannie Chapman, County Clerk

Policy Resources - Linked Documents

2021-1 - Classification and Retention Scheduling

2021-2 - Transferring, Storing, and Retrieving Records

2021-3 - Transferring and Storing Records at the Archives

2021-4 - Disposal of Records