

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

**Purpose -**

The purpose of this standard is to offer guidance to County agencies regarding the transfer of County records that are of legal, fiscal, or historical value to County Records Management and Archives for appropriate preservation and safe keeping.

**Reference –**

The standards set forth herein are provided in accordance Chapter 2.82.050 Records Management. Also referencing the following:

Countywide Policy 2010 Public Record Access (GRAMA)

Countywide Policy 2020 Records Management

Countywide Policy 2021 Records Management and Archives Policy and Standards

**1.0 Scope**

Utah's Government Records Access Management Act ("GRAMA") 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 standard serves both public and County interests by assuring that records are accessible and administrative, legal, fiscal, and historical requirements have been met. The County Archives is the official repository of County records of enduring legal, fiscal, and/or historical value, where not otherwise determined by law; and, where appropriate, historical artifacts and productions in other media.

**2.0 Definitions**

County Archives

1. The agency responsible for selecting, preserving, and making available, records determined to have legal, fiscal, or historical value.

2. The building in which an archival repository is located within the County Records Center.

County Records Center

A facility specially designed and constructed to provide low-cost, secure storage and retrieval service on inactive records, pending ultimate disposition.

Classification

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

Public record

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

Records

A book, letter, document, paper, map, plan, photograph, film, card, tape, recording, electronic data, or other documentary material regardless of physical form or characteristics: that is prepared, owned, received, or retained by a governmental entity or political subdivision; and where all of the information in the original is reproducible by photocopy or other mechanical or electronic means.

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. Alternate definition: A group of similar records that are arranged according to a filing system and that are related as the result of being created, received, or used in the same activity.

**3.0 Standard Statement**

All County agencies shall follow this Records Transferring and Storing Records at the Archives 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 Archives for permanent storage. If an agency needs help determining which records should be transferred to the County Archives for permanent storage, they are encouraged to reach out to the County Archivist for guidance.

**4.0 Standard Guidance**

Each agency shall be responsible for assisting County Records Management and Archives in the collection of such records, depository materials, and artifacts through methods promulgated by the records policy administration.

**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

1. [Archives – Most Wanted Flyer](#)