

UTAH RECORDS REQUIREMENTS FOR EXECUTIVES

Quick Tips for CAOs



Appoint at least one records officer (ARO)

Your ARO is your go-to person for records questions, and must certify annually.



Train GRAMA responders

Anyone responding to GRAMA requests must be trained to do so.



Respond to GRAMA appeals

Or delegate this responsibility and notify Archives of the delegation.



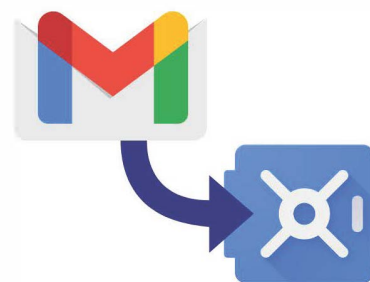
You can delete transitory messages

Move non-transitory information to a longer-term medium, like email.



Digital records are records

All records—emails, texts, databases—follow rules for retention. Ask your ARO if you're not sure how long to keep a record.



Your email is saved in Google Vault

Emails deleted from executive accounts are preserved in Google Vault and are still subject to GRAMA.