Records on Personal Devices

1. **Records on personal devices are still government records**
   Text messages, emails, messaging apps... a government record is still a record no matter where it's located.

2. **Records follow retention schedules**
   Employees can't just delete a record when they want to, even if it's on their personal device.

3. **You are responsible for records**
   You and your employee are both responsible for maintaining the records, although you as the boss are ultimately accountable.

4. **Follow all records policies and laws**
   Be familiar with all policies about records, data, and security, such as those from the Division of Technology Services and specific policies from your agency.

5. **Make it official**
   Have employees sign a form saying they'll maintain records according to GRAMA and approved retention schedules (see below), and that they understand their personal account/device may need to be confiscated for investigation. See bit.ly/3POWPEH for a sample agreement.
   - Transitory correspondence = go ahead and delete
   - Administrative correspondence = retain 7 years

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