

Records Management Compliance Checklist

The Public Records Management Act (PRMA) identifies records management responsibilities of all government entities as well as those specific to the Division of Archives and Records Service ([Utah Code 63A-12-100 through 63A-12-111](#)). PRMA establishes that all government records are the property of the state and exacts penalties for the intentional mutilation or destruction of records ([Utah Code 63A-12-105](#)). PRMA identifies the responsibilities of the Division of Archives and Records Service, which is responsible for Utah's overall records management program, and for providing records storage and other services such as training and consultation ([Utah Code 63A-12-101](#)). The State Archivist is the custodian of all noncurrent records of permanent or historic value, and the records of any terminated governmental entity should be transferred to the State Archives ([Utah Code 63A-12-102\(3\)](#)). PRMA supplements the Government Records Access and Management Act (GRAMA), and adopts all its inclusive definitions ([Utah Code 63A-12-100.5](#)).

PRMA establishes records management requirements for all government entities. The following checklist identifies these requirements:

- The chief administrative officer must appoint a records officer(s) who will work with the State Archives in the care, maintenance, scheduling, disposal, and preservation of records ([Utah Code 63A-12-103\(2\)](#)).
- The chief administrative officer must ensure adequate documentation of functions, decisions, policies, and government transactions in order to protect the legal and financial rights of persons affected by government actions ([Utah Code 63A-12-103\(4\)](#)).
- Appointed records officers must be certified by annually completing online training through the Utah State Archives ([Utah Code 63G-2-108](#)).
- Governmental entities must file with the State Records Committee proposed schedules for the retention and disposition of the records they maintain ([Utah Code 63G-2-604\(1\)](#)).
- Appointed records officer(s) must maintain and dispose of the record copy of all records in accordance with approved retention schedules, or alternately in accordance with the State Archives model retention schedules ([Utah Code 63G-604\(1\)](#) and [Utah Code 63A-12-105\(1\)](#)).
- Governmental entities which no longer wish to maintain records which must be maintained according to a retention schedule, can transfer those records to the State Archives ([Utah Code 63A-12-105\(2\)\(c\)](#)).
- Governmental entity must cooperate with the State Archivist in conducting surveys, and work with the State Archives to preserve objects of historical or evidentiary value that are not defined as records ([Utah Code 63A-12-103\(10\)](#)).

- Political subdivisions may adopt ordinances or policies relating to the information practices set forth in GRAMA or PRMA. These policies are filed with the State Archives ([Utah Code 63G-2-701](#)).