



Stansbury Service Agency Of Tooele County

Record Management Plan

It is the intention of Stansbury Service Agency, hereinafter referred to as "Agency", to manage records efficiently, preserve records of retention of lasting value, and provide quality access to public information.

The Agency will use the Utah General Retention Schedule as the model retention schedule, Utah Code, 63G-2-604, for record management. In listing, labeling and assigning retention schedules to records, the Agency will manage and retain records according to Utah's regulations providing both the privacy of individual's rights, and transparency for the public's rights to easy and reasonable record access.

The Agency shall provide access to, and copies of, all public records in its possession according to the rules and regulations provided in Title 63G-2 of the Utah State Code.

- up to 10, one-sided paper copies free of charge
- paper copies in excess of 10 one-sided sheets shall incur a charge of \$0.05 per copy
- copies on other media than paper shall be charged a fee equal to the cost of the media on which it is provided, such as DVD, CD, tape, etc.
- a fee equal to the hourly wage of the Service Agency Employee providing research and copy services, shall be charged, if those services require more than 15 minutes.

The Agency's General Manager will hold the position of "Chief Administrator" and the Office Manager will hold the certified position of "Record Keeper". The Chief Administrator will establish and maintain an active plan for the efficient management of the Agency's records, appoint a Record Keeper, and maintain adequate documentation of the Agency's functions and transactions. The Record Keeper will receive state training and work with the state archives in the care, maintenance, scheduling, disposal, classification, designation, access and preservation of records. The Record Keeper will respond to an open record request as soon as possible, but no later than ten business days after receiving the request, or if the requester has asked for an expedited response, no later than five business days.

An open record request is a written request and must include the requester's name, mailing address, daytime telephone number, and a description of the record requested that identifies the record with reasonable specificity. The Agency will refer all appeals processing of record requests to the State Records Committee.

Once a record of value has been designated to a specific series, a retention period is assigned and the record will be stored until it meets retention. Records of value, with permanent retention, will be retained by the Agency in the format the original record was generated (paper, email, disc) and will remain in the Agency's custody. Records of value, with limited retention, will be retained until the retention period has been met and then destroyed. Records of value are stored in the Agency's office in file cabinets, on hard drives, and on CD's.

Electronic records of value will follow the Agency's adopted record retention schedule and will be converted to non-proprietary formats for the retention period as soon as possible. Electronic messages are currently being stored via Microsoft Outlook including determination if any attachment requires a separate retention schedule from the main body of the message.

A Destruction Log will be maintained listing the title of all records destroyed, date of destruction, dates of records and an authorized signature. The Destruction Log will be retained for seven years after the destruction of the records.

Adopted: January 13, 2016,  _____ Neil Smart, Chairman