

1:30 p.m.–2:45 p.m.

Panel Discussion: Responding to Public Records Requests for Email

Monitored by Nova Dubovik,
State Records Committee Executive Secretary

Michelle Larsen, Utah Transit Authority

David Fleming, CRM, IGP, CIP

David is the Corporate Records Program Manager for Zions Bancorporation where he works closely with executive and business unit management, legal, and IT to develop information management and legal discovery strategy and processes for the corporation. Outside of work David serves as ARMA Pacific Region Coordinator and is the current chair pro tem of the Utah State Records Committee. David is a Certified Records Manager (CRM), a Certified Information Governance Professional (IGP) and a Certified Information Professional (CIP).

Colleen Mulvey, MMC, Cedar Hills City Recorder

Colleen has spent the last four years of her career as the city recorder for the City of Cedar Hills where she developed a zeal for records management and retention, with a special interest in GRAMA processes and requirements. Currently Colleen serves on the UMCA board as the facilities director; she also serves on the ARMA Utah-Salt Lake Chapter board as the public affairs director, and participates as a mentor for the International Institute of Municipal Clerks Mentor Program. She began her career in government in 2006 as a deputy recorder in the Utah County Recorder's office and then as a municipal clerk in 2009.

Candee Allred, Salt Lake City Police Department

Candee has been with the SLCPD for the last seven years where she is the paralegal/GRAMA coordinator. Since starting at SLCPD, Candee has been part of developing the online Public Records Request system and integrating it with the PD. She has also been on the forefront of body cam videos and how to provide them to the public. Prior to joining SLCPD, Candee was a paralegal at the Attorney General's Office, Child Protection Division for 13 years, handling cases for the Division of Child and Family Services.

BREAK 2:45 p.m.–3:00 p.m.

3:00 p.m.–3:30 p.m.

Communications and Problem Solving

Tom Haraldsen, Managing Editor *The Davis Clipper*

Managing Editor of *The Davis Clipper*, journalist for 40 years, published author, winner of numerous professional awards, and a member of the State Records Committee.

Utah State Archives' Annual Spring Conference 2016

A DAY WITH GRAMA

(Government Records Access and Management Act)

GRAMA EXPERIENCE BINGO

Agency is same type as yours: state, county, municipal, etc.	Has handled a GRAMA request involving a business confidentiality claim (63G-2-309).	Has handled a request for controlled records (63G-2-304).	Certified for the first time in the past year.	Has responded to a GRAMA request through the Open Records Portal.
Has denied a request in part (63G-2-205).	Has dressed up as GRAMA for Halloween (yes, there is someone).	Has trained others on principles of GRAMA.	Has classified records.	Has handled a request for exempt records (63G-2-201).
Has submitted a GRAMA request themselves (63G-2-204).	Has handled a request for private records (63G-2-302).	FREE	Has participated in a State Records Committee appeals hearing.	Has waived a fee for a GRAMA request (63G-2-203).
Has handled a request for public records (63G-2-301).	Has worked with legal advisor in responding to a GRAMA request.	Has forwarded a GRAMA request to another agency.	Has worked with GRAMA longer than yourself.	Has collected a fee prior to providing records.
Knows what GRAMA stands for.	Has handled a GRAMA request for email.	Has received a GRAMA request through the Open Records Portal.	Has handled a request for protected records (63G-2-305).	Has worked with Rosemary Cundiff on GRAMA requests.

Meet your fellow conference attendees to get signatures on your bingo card. The first person with a blackout card wins a prize! Prize is at the registration desk.

9:00 a.m.–9:10 a.m.

Welcome

9:10 a.m.–9:40 a.m.

10 Things You Need to Know About GRAMA

Susan Eisenman, Assistant Attorney General, Division Director

Susan Eisenman, J.D., has spent the last 15 years working as an Assistant Attorney General for the State of Utah, representing various agencies within the State of Utah, and helping them with GRAMA issues. Ms. Eisenman acted as the GRAMA officer for the Attorney General's Office for two years. Prior to joining the Attorney General's Office, Ms. Eisenman was an attorney guardian ad litem, representing children in child abuse and neglect cases, and, before that, provided parental defense for persons accused of child abuse and neglect. Ms. Eisenman received a bachelor's degree from the University of California at Berkeley and a Juris Doctor degree from the University of Virginia.

BREAK 9:40 a.m.–9:55 a.m.

9:55 a.m.–10:25 a.m.

2016 Legislative Updates

Paul Tonks, Assistant Attorney General

Assistant Attorney General for the State of Utah. Legal counsel for the Division of Archives, 2008 to present.

10:25 a.m.–10:55 a.m.

Practical Tips for Classifying Records and Responding to a GRAMA Request

Michelle Larsen, Utah Transit Authority

Michelle Larsen works as the Senior Records Officer for UTA. She serves on the Utah Transparency Advisory Board representing local districts and oversees UTA's compliance with federal Sensitive Security Information requirements. Michelle earned her BA in Political Science from the University of Utah and her Paralegal Certification from Westminster College.

BREAK 10:55 a.m.–11:10 a.m.

11:10 a.m.–11:30 a.m.

Open Records Portal Usage Trends

Renée Wilson, Open Records Portal Administrator

Renée Wilson enjoys introducing people to the Portal, and making Utah's records more accessible to the public. She appreciates the challenge of designing webpages and tools that are useful and usable. Renée is a graduate of Rutgers University, where she received her MLIS degree with a specialization in digital libraries.

11:30 a.m.–Noon

GRAMA and Fees

Rosemary Cundiff, Government Records Ombudsman

Rosemary Cundiff is the government records ombudsman at the Utah State Archives. In that role, she is required to be familiar with GRAMA so that she can assist government employees as well as the general public with issues related to GRAMA records requests. Rosemary has worked for the Utah State Archives for nearly sixteen years and has been the ombudsman for four years.

LUNCH Noon.– 1:30 p.m.

