

Signposts and Road Maps:

General Retention Schedule changes



Why Change?

Transparency

Government moving towards transparency

Big Buckets

- Utah Public Finance Transparency – 2008
- Utah Public and Open Meetings Act – 2006
- Government Records Access & Management Act (GRAMA) - 1992

Exceptions

Your feedback guided us towards a more transparent process!



Transparency

Big
Buckets

Exceptions

Why Change?

What are “big buckets?”

- Started by National Archives to help federal agencies handle electronic records management
- Buckets (or categories) are broadened to encapsulate an agency’s major business activities, functions, and processes
- Assigning one schedule is easier than assigning multiple schedules to records with similar functions, i.e. correspondence vs. email, mail, call logs, etc.



Transparency

Big Buckets

Exceptions

Why Change?

Who is an exception and why?

- Local entities (municipalities, counties, special districts) are used to the old schedules that were specifically created for their records
- They must still follow a retention schedule approved by their governing body
- Their schedules must still follow the law
- State agencies can create their own schedules using our series-specific schedules process



Series-Specific Schedules

What Are They?

Created for an agency who has a legitimate need to keep records for a different length of time

Do They Apply To Me?

Only created for one series

How Do I Create One?

Still follow laws, policies, and procedures





What Are They?

Do They Apply To Me?

How Do I Create One?

Series-Specific Schedules

If you cannot find a General Retention Schedule

If your agency needs records for a different amount of time

If you have a legal exception



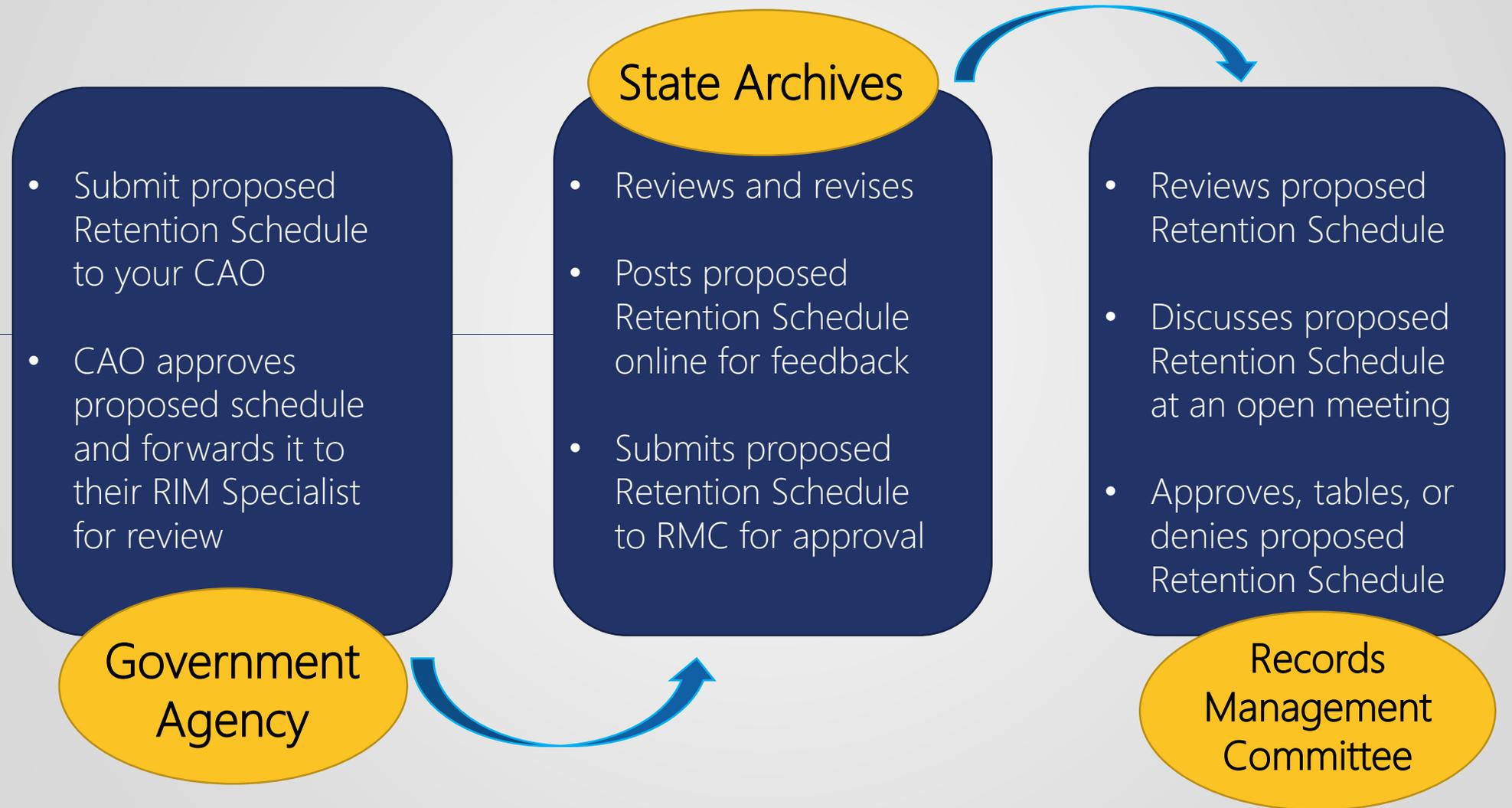


Series-Specific Schedules

What Are They?

Do They Apply To Me?

How Do I Create One?





Navigating
Our
Webpage

Browsing

Categories

Transferring

Finding The Right General Schedule

The screenshot shows the website for the Utah Division of Archives and Records Service. The browser address bar is archives.utah.gov/rim/. The navigation menu includes: DAS HOME, ARCHIVES, BUILDING BOARD, DFCM, FINANCE, FLEET, PURCHASING, RESOURCE STEWARD, RISK, RULES. The main navigation bar includes: RESEARCH RECORDS, OPEN GOVERNMENT, RECORDS MANAGEMENT, OUTREACH & PARTNERS, BLOG, DASHBOARD, ABOUT US, CONTACT US. The main heading is "Records & Information Management (RIM)". The content area features six categories:

- Guidelines and Policies**: Find policies and guidelines for records officer, managing electronic records, and more.
- Retention Schedules**: View schedules to understand records retention and disposal requirements.
- Training & Certification**: Get certified or register for training on GRAMA and records and information management issues.
- Create/Update Retention Schedule**: Learn about scheduling records; update or create a new retention schedule and notify the Archives of
- Transfer Records**: Transfer to, store in, or retrieve records from the State Records Center.
- Reformatting Services**: Request duplication or reformatting of microfilm, paper, or electronic records.



Transparency & Feedback

Major
Changes

Minor
Changes

Feedback

Reach Out

What is considered a major change?

- “Crosswalks”
- Closures
- Significant description changes
- Retention and/or disposition changes

The screenshot displays a detailed view of a record titled "GRS-1728: Performance audit work papers". The interface includes several sections:

- SCHEDULE NO. AND NAME:** GRS-1728: Performance audit work papers
- STATUS:** Update Approved (indicated by a blue pill)
- TYPE OF UPDATE:** Title (major) (indicated by an orange pill) and Description (minor) (indicated by a purple pill)
- EXPLANATION:** Updated to include consolidated schedules.
- NEW GRS (CONSOLIDATION):** (Empty field)
- NEW TITLE:** Audit work papers
- ORIGINAL GRS DESCRIPTION:** These records contain the audit results and evidence supporting the final report, and provide a link between the field work and the auditor's report. Work papers collected during the course of the audit include client-prepared documents, analysis, data, and correspondence which documents the performance of audits and their conclusions.



Transparency & Feedback

Major
Changes

Minor
Changes

Feedback

Reach Out

What is considered a minor change?

- Grammar fixes
- Citation updates
- Title changes
- Consolidations

A screenshot of a web application interface for updating a case file. The title is "GRS-551: Emergency response hazardous waste case files". Below the title, there are sections for "SCHEDULE NO. AND NAME" (GRS-551: Emergency response hazardous waste case files), "STATUS" (Awaiting your feedback), "TYPE OF UPDATE" (Description (minor)), "EXPLANATION" (Updated to simplify the description.), "NEW GRS (CONSOLIDATION)", "NEW TITLE", and "ORIGINAL GRS DESCRIPTION". The original description text is partially visible at the bottom.

GRS-551: Emergency response hazardous waste case files

SCHEDULE NO. AND NAME
GRS-551: Emergency response hazardous waste case files

STATUS
Awaiting your feedback

TYPE OF UPDATE
Description (minor)

EXPLANATION
Updated to simplify the description.

NEW GRS (CONSOLIDATION)

NEW TITLE

ORIGINAL GRS DESCRIPTION
These case files document the investigation of hazardous waste incidents including the cleanup, the process and the proper waste disposal. The case files include complaint date, time, and number; complainant's name, address, and telephone number; spill location; material spilled; weather conditions/local terrain; time on scene; population area; personnel on scene; volume of spill; anticipated movement of spill; action taken; water bodies or



Transparency & Feedback

Major
Changes

How do I leave feedback?

A yellow rectangular button with rounded corners. On the left side, there is a dark blue speech bubble icon. To the right of the icon, the text "Give Us Feedback" is written in a dark blue, sans-serif font.

Give Us Feedback

Minor
Changes

- Feedback buttons in multiple places
 - Current Updates page
 - Within a General Schedule
 - Contact Us page

Feedback

Reach Out

Feedback and Search Terms

- [Provide Feedback](#)
- [Did you have trouble finding this schedule? Suggest a search term.](#)



Major
Changes

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Changes

Feedback

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Transparency & Feedback

Still have questions? Ask someone!



- Contact your peers
- Rebekkah Shaw – Education & Retention Schedules
- Renee Wilson – State Agencies
- Heidi Steed – Local Agencies
- Avalon Snell – State Agencies & Special Districts
- Rosemary Cundiff – GRAMA Ombudsman
- Kendra Yates – Chief Records Officer (Archives)



What was this about again?

Transparency!

Making your life easier!

Explaining our website!

A pink sticky note with a blue pushpin at the top left corner. The word 'Reminder!' is written in a black, cursive script and is underlined with two horizontal lines.

Reminder!

Questions?

Contact Us:

- ° General Email: recordsmanagement@Utah.gov
- ° General Line: 801-531-3863
- ° Visit archives.utah.gov/rim/records-analysts.html to find your agency's RIM Specialist