

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
RECORDS MANAGEMENT AND ARCHIVES
DISPOSAL OF RECORDS STANDARD

Purpose -

This standard establishes justification, responsibility and standards for proper disposal of records created or maintained in any format after the official retention period has expired. Records Management and Archives should monitor compliance and Agency Records Coordinators should coordinate compliance of their agency, however, ultimate responsibility for compliance rests with the agency's director.

Reference –

The policy and standards set forth herein are provided in accordance Chapter 2.82.050 Records Management. Also referencing the following:

Salt Lake Countywide Policy 2010 Public Record Access

Salt Lake Countywide Policy 2020 Records Management

Utah Administrative Services Code, Public Records Management Act, Utah Code Annotated, Subsection 63A-12-105(3)(a)

Salt Lake County Ordinance Chapter 2.81 Security of Personal Identifiers

Salt Lake Countywide Policy 1510 HIPAA Security Requirements

Salt Lake Countywide Policy 1400-7 Payment Card Industry Data Security Standard Policy

1.0 Scope

Utah's Government Records Access Management Act ("GRAMA") and the Salt Lake County Ordinance 2.82 requires that all County records be evaluated, designated with a primary classification, and scheduled for retention. The schedules establish the length of time records must be maintained in order to provide appropriate access for administrative, legal, fiscal, audit, historical, or public inquiry functions. County records that must comply with federal law, regulations or industry guidelines must also meet established retention periods and follow authorized records disposal.

2.0 Definitions

County Records Center

A facility specially designed and constructed to provide low-cost, secure storage and retrieval service on inactive records, pending ultimate disposition.

Disposition

The final action that puts into effect the results of an appraisal decision for a series of records. Transfer to an archival repository, retain permanently, or destruction, are among possible disposition action.

Non-Record

Material not considered to fall within the definition of an official record, a copy, duplicate, or publication that is kept for purposes of personal reference or convenience or that is defined as a non-record by GRAMA or other applicable law.

Public Record

A record that is not private, controlled, protected, or exempt from disclosure based on statute.

Records

A book, letter, document, paper, map, plan, photograph, film, card, tape, recording, electronic data, or other documentary material regardless of physical form or characteristics: that is prepared, owned, received, or retained by a governmental entity or political subdivision; and where all of the information in the original is reproducible by photocopy or other mechanical or electronic means.

Retention Schedule

A list or other instrument describing record series and their minimum retention periods which specifies the length of time each record series should be retained by the County for administrative, legal, fiscal, or historical purposes and when each record series should be transferred to the County Archives or destroyed. Retention schedules apply to all records within the series, regardless of format.

3.0 Standard Statement

All County agencies shall follow this Disposal of Records Standard. Each agency's records management program is responsible for the prompt and appropriate disposal of records that have reached the end of the established retention period, this applies to all records, regardless of format. If an agency needs help determining which records should be disposed of, they are encouraged to reach out to the Division of Records Management and Archives for guidance.

4.0 Standard Guidance

Each agency shall be responsible for assisting Records Management and Archives in the collection of such records, depository materials, and artifacts through methods promulgated by the records policy administration.

4.1 Records Stored in the Records Center

4.1.1 The Records Center is responsible for disposal of records in its custody that have completed the required retention. Disposal is performed in a controlled accessible process that ensures proper disposal of the records and prevents unauthorized accessibility.

4.1.2 The Records Center notifies the agency having proprietorship prior to the disposal of records. This allows the agency opportunity to defer the disposal until litigation, audit, or regulatory processes have been completed. It also allows for re-appraisal of the records due to changed retention requirements and/or archival review due to potential historical value of the records.

4.1.3 The Records Center uses approved methods and industry best practices to document the disposal of all records. All records documenting the disposal process are retained permanently and available for agency review upon request.

4.2 Records Stored by County Agencies

4.2.1 Agencies may [request assistance in the disposal](#) of their own records when the following requirements are satisfied:

4.2.1.1 the record has been scheduled on the County Retention Schedule.

4.2.1.2 the disposal process is specified in written standard operating procedures that comply with approved disposal guidelines and are approved by the department director

4.2.2 Records of county agencies may be disposed of by the following methods:

4.2.2.1 Records classified as Public may be recycled by disposing of them in appropriate bins conforming to County guidelines, or they may be shredded.

4.2.2.2 Records with classifications other than Public should be shredded or transferred to the Records Center for disposal.

4.2.2.3 Records for shredding must be shredded at a width of no more than ¼ inch or shredded with a cross-cut shredder.

4.2.2.4 Agencies who subcontract records disposal services must ensure compliance with these policies.

4.2.2.5 Records Management and Archives will provide guidance for disposal of unique record formats that require special handling upon request by the agency.

4.4 Disposal of Non-Records

4.4.1 Non-records do not have any retention requirement; they may be disposed of at any time without formal documentation. Non-records, regardless of format, are those as per the definition of a non-record under GRAMA.

4.4.2 When non-records contain public information, it is recommended that they are disposed of according to the guidelines in 4.2.2.2 and 4.2.2.3 of this standard.

5.0 Exceptions

Any exceptions to this standard must be explicitly approved, in writing, by the Salt Lake County Director of Records Management and Archives or their designee.

Policy Resources – Linked Documents

1. [Disposal of Records Form](#)