

# Baseline compliance checklist

The background of the slide is a dark blue-tinted image of the Utah State Capitol building, specifically focusing on the large dome and the classical columns supporting the portico below it.

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Legal mandates concerning records management and access.



# Chief administrative officers

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1. Establish active records management program
  2. Appoint records officer(s)
  3. Ensure that records officers are trained
  4. Respond to appeals by providing written notice of entity's decision
  5. Make and maintain proper documentation of organization and its functions, policies, decisions, and essential transactions.







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  3. Maintain and dispose of the 'record copy' of all records according to approved retention schedules
  4. Receive and respond to GRAMA requests







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# Governmental entities

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  2. Make public records available for public inspection.
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  4. Send records they no longer wish to retain permanently to the State Archives







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# Political subdivisions

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**MAY**

1. Adopt ordinances or policies consistent with GRAMA or PRMA.
2. Establish fees by ordinance or formal policy.







# Records management or access Questions?

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