## Baseline compliance checklist

Legal mandates concerning records management and access.





tah Division of Archives nd Records Service

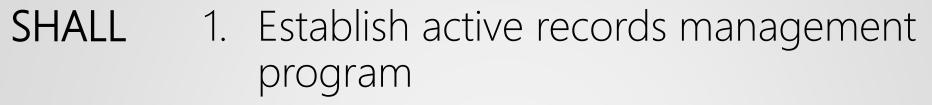




# SHALL1.Establish active records management<br/>program

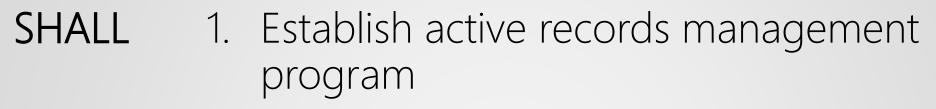
- 2. Appoint records officer(s)
- 3. Ensure that records officers are trained
- 4. Respond to appeals by providing written notice of entity's decision
- 5. Make and maintain proper documentation of organization and its functions, policies, decisions, and essential transactions.





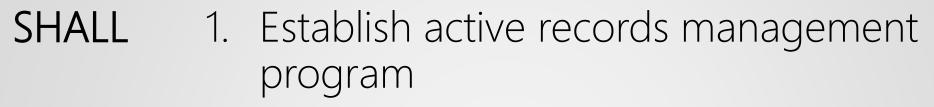
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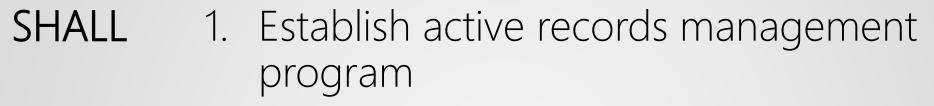
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  - 2. Certify annually by completing online training.
  - 3. Maintain and dispose of the 'record copy' of all records according to approved retention schedules
  - 4. Receive and respond to GRAMA requests





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- 3. Have proposed retention schedules approved
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#### Political subdivisions

MAY

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



#### Records management or access Questions?

