

Utah State Archives

AGENCY: Department of Administrative Services. Division of Archives and Records Service

SERIES: 28572

3

TITLE: Government Records Access and Management Act (GRAMA) request files

DATES: 2009-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records relating to requests for records of the Division of State Archives and Records Service pursuant to the Utah Government Records Access and Management Act (GRAMA). Records may contain correspondence, working papers, and records gathered as part of the process of responding to the request. These records may also contain the response made and, in the case of a denial, any documents relating to the appeals process pursuant to this statute, including documents prepared for the division's involvement with a State Records Committee hearing or District Court case.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy provided all appeals are exhausted

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 64.

AUTHORIZED: 08/19/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy provided all appeals are exhausted.

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(continued)

APPRAISAL:

Administrative

These records are created in the course of adhering to Utah Government Records Access and Management Act, Utah Code Title 63, Chapter 2.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(2)(d) 2014
Protected. Utah Code 63G-2-305(33) 2014