



# Move Over, Disneyland: Utah's Open Records Portal Is the Main Attraction!

A behind-the-scenes look at the Happiest Place on the Internet (for Utah government records officers)

# Open Records Portal

My Requests

FAQ

About

Login

Search Agencies



# OpenRecords

The Open Records Portal is a central site from which a user can submit a records request (GRAMA request) to a governmental entity.



## Request Records

 [Browse All Agencies](#)

 [State Agencies](#)

 [Counties](#)

 [Cities](#)

 [Special Districts](#)

 [School Districts/Schools](#)

## How It Works

- Find the governmental entity you want to contact and select the Request Records button for that agency
- If you do not already have an account with the State of Utah to connect to online services, you will create one [here](#).
- Fill out the online form, including a detailed description<sup>?</sup> of the records you want, then click Submit

# Open Records Portal

[My Requests](#)

[FAQ](#)

[About](#)

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Search: [Agencies](#) [Records](#)

# OpenRecords

The Open Records Portal is a central site from which a user can submit a records request (GRAMA request) to a governmental entity.



## Request Records



[Browse All Agencies](#)



[State Agencies](#)



[Counties](#)



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[School Districts/Schools](#)

## View Records



[All Records](#)



[Search Records](#)



[State Records](#)



[City Records](#)



[County Records](#)



[School Records](#)

[Records Officers](#)

[Log in to Dashboard](#)



A vibrant scene on Main Street, featuring a row of colorful, ornate buildings. The buildings are decorated with American flags and awnings. Signs for 'TOYS', 'SOUVENIRS', and 'NOVELTIES' are visible. People are walking along the street, and a tree is on the right. The sky is clear and blue.

# Main Street (Legislation)

A museum display of historical mining equipment. The scene is set against a stone wall with a large, arched opening. In the center, a wooden ladder with a metal frame and pulley system is leaning against the wall. To the left, a green lantern with a lit flame hangs from a hook. Below it, a wooden barrel with two dark bands sits on a stone base. To the right, a large, rectangular stone mold or tray is resting on a wooden platform. The floor is made of stone tiles. The overall atmosphere is that of an old, underground mine.

**Adventureland  
(GRAMA Portal)**

# Open Records Portal

- “...serve as a point of access for Government Records Access and Management requests...”

UC [63A-3-403](#)(11)(a-c)

# GRAMA Portal

## Timeline:

- 2015
  - State executive agencies
- 2016
  - School districts & charter schools
  - Public transit districts
  - Counties & municipalities
- 2017
  - Local districts & special service districts



Active Filters  
Agency Type: "State Government"  
Entity Level  
Top Level (29)  
Location (County)

| Entity | Agency Type: "State Government"  
Names of Governmental Entities

Alphabetic Browse

Find:

Results Per Page: Prev **1** 2 3 4 5 6 7 8 9 10 ... 22 Go To Page:

After

Search state agencies

Box Elder (5)  
More...

Location (City)  
Salt Lake City (227)

Draper (11)  
Ogden (7)  
Provo (5)  
Taylorsville (4)  
More...

Date Created  
1850s (1)  
1880s (1)  
1890s (10)  
1900s (6)  
1910s (3)  
More...

40 results

Sort: by Relevance

- [+] Alcoholic Beverage Control Commission ↓ Request Records
- [+] Board of Education ↓ Request Records
- Board of Pardons and Parole ↓ Request Records
- [+] Capitol Preservation Request Records
- Career Service Review Request Records
- [-] Department of Administrative Services ↓ Request Records
  - Division of Administrative Rules ↓ Request Records
  - [-] Division of Archives and Records Service ↑ Request Records

Submit a records request

Department of Administrative Services > Division of Archives and Records Service

### Division of Archives and Records Service

<http://archives.utah.gov/>

Records Officer: Glen Fairclough ✉  
801-531-3841  
346 South Rio Grande Street  
PO Box 141021  
Salt Lake City, UT 84114-1021

- [Online Records](#)
- [Record Series \(State Archives\)](#)

View online records & series information



View agency hierarchy & contact information

- State Records Committee ↓ Request Records
- Test Agency ↓ Request Records
- Utah State Historical Records Advisory Board ↓ Request Records

View previous requests

View request status

View due date

Home

Show 10 entries

Search:  [Advanced Search](#)

Title	Agency	Date Submitted	Status	Due Date
+ Test Request	Test Agency	04/20/2015 11:01 11	In Progress	05/04/2015
+ Sent after overnight hiatus	Test Agency	04/07/2015 08:26 47	Approved	04/22/2015
+ Test Request #2	Aging and Adult Services	04/08/2015 10:09 35	Time	04/17/2015
+ Test Request to See What Can Be Seen Before the Request Is Received	Test Agency	04/08/2015 11:33 58	Time Expired/Denied	
+ Delayed submit of Request	Test Agency	04/03/2015 09:12 58	Time Expired/Denied	04/17/2015
+ Testing for wait time	Test Agency	04/02/2015 13:47	Approved	04/16/2015

# My Requests

## Records Requested

Search Agencies 

Title: Test Request  
Date Due: 05/04/2015  
Total Fee for Request: To be determined  
Request Status:  
Description:  
Restrictions:  
Record Access:

View information about each portion of the request

Print Request Cancel Request

### Response

Title	Status	Date Due
Main Request	Requested	05/04/2015
Request Expedited	Denied	05/04/2015
Request Fee Waiver	Requested	05/04/2015

Title: Main Request  
Status: Requested  
Total Fee for Request: To be determined  
Date Due: 05/04/2015  
Assigned To: Kendra Yates

Description:

- Fees
- Contact Records Officer
- View Tasks
- Logs

See fees associated with each portion

Contact the records officer

View tasks created by the records officer

Review a log of all actions taken

# GRAMA Request Demo

- [openrecords.utah.gov](https://openrecords.utah.gov)

Successfully Logged In

# Records Officer Dashboard

[My Requests](#)

[FAQ](#)

[About](#)

[Logout](#)

[← Home](#)

Show  entries

Search:

[Advanced Search](#)

Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
Murray Police	Tyson Badovinat	Aging and Adult Services	Stella Martinez	04/23/2015	Requested	Not Yet Received
Contract Request - Bear Lake Marina	Steve Bean	Parks and Recreation	Nathan Schwebach	04/22/2015	Requested	Not Yet Received
Test Request	Renee Wilson	Test Agency	Kendra Yates	04/20/2015	In Progress	05/04/2015
Copy of Case File	Bonnie Holmes	Aging and Adult Services	Stella Martinez	04/14/2015	In Progress	05/01/2015
S J QUINNEY College of Law	David Amidon	Facilities Construction	Cee Cee Niederhauser	04/08/2015	In Progress	04/23/2015

# Response

	Status	Date Due
Main Request	Requested	05/04/2015
Request Expedited	Denied	05/04/2015
Request Fee Waiver	P	05/04/2015

Title:  
Status:  
Total Fee Quoted:  
Date Due:  
Assigned Records Officer:

\* Main Request  
Requested  
To be determined  
05/04/2015  
\* Kendra Yates

## Description:

Approve/deny

Apply Extraordinary Circumstances

Create fees

Divide Request into Parts Save

Email the requester

Approve Deny Extraordinary Circumstances Refer Fees Contact Requester Other

Refer requester to another agency

Respond to individual request portions separately

Break up the request into multiple sub-requests

Create tasks, make notes, view log

Approve/deny

Apply Extraordinary Circumstances

Create fees

Email the requester

Refer requester to another agency

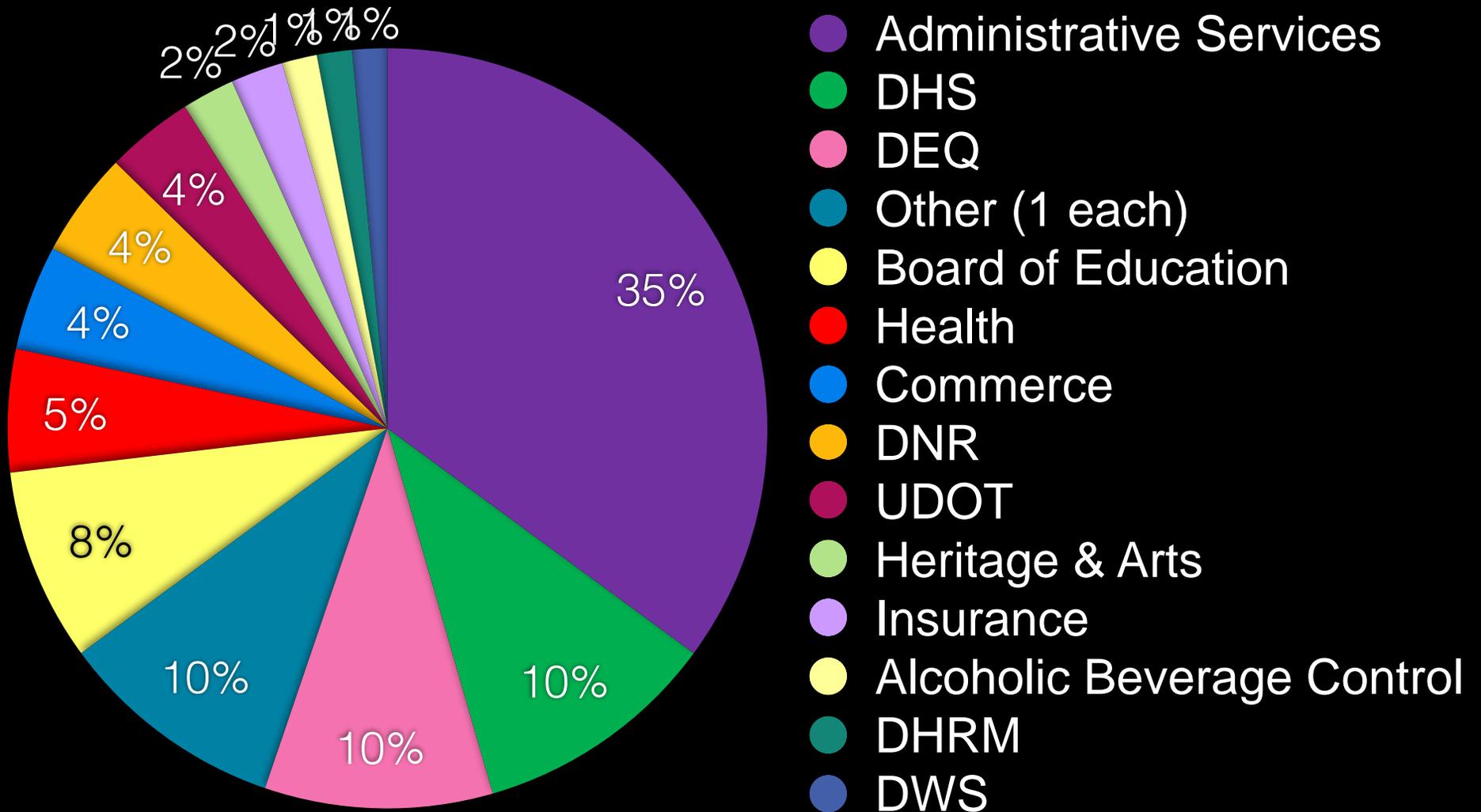
# GRAMA Response Demo

- [openrecords.utah.gov](https://openrecords.utah.gov)

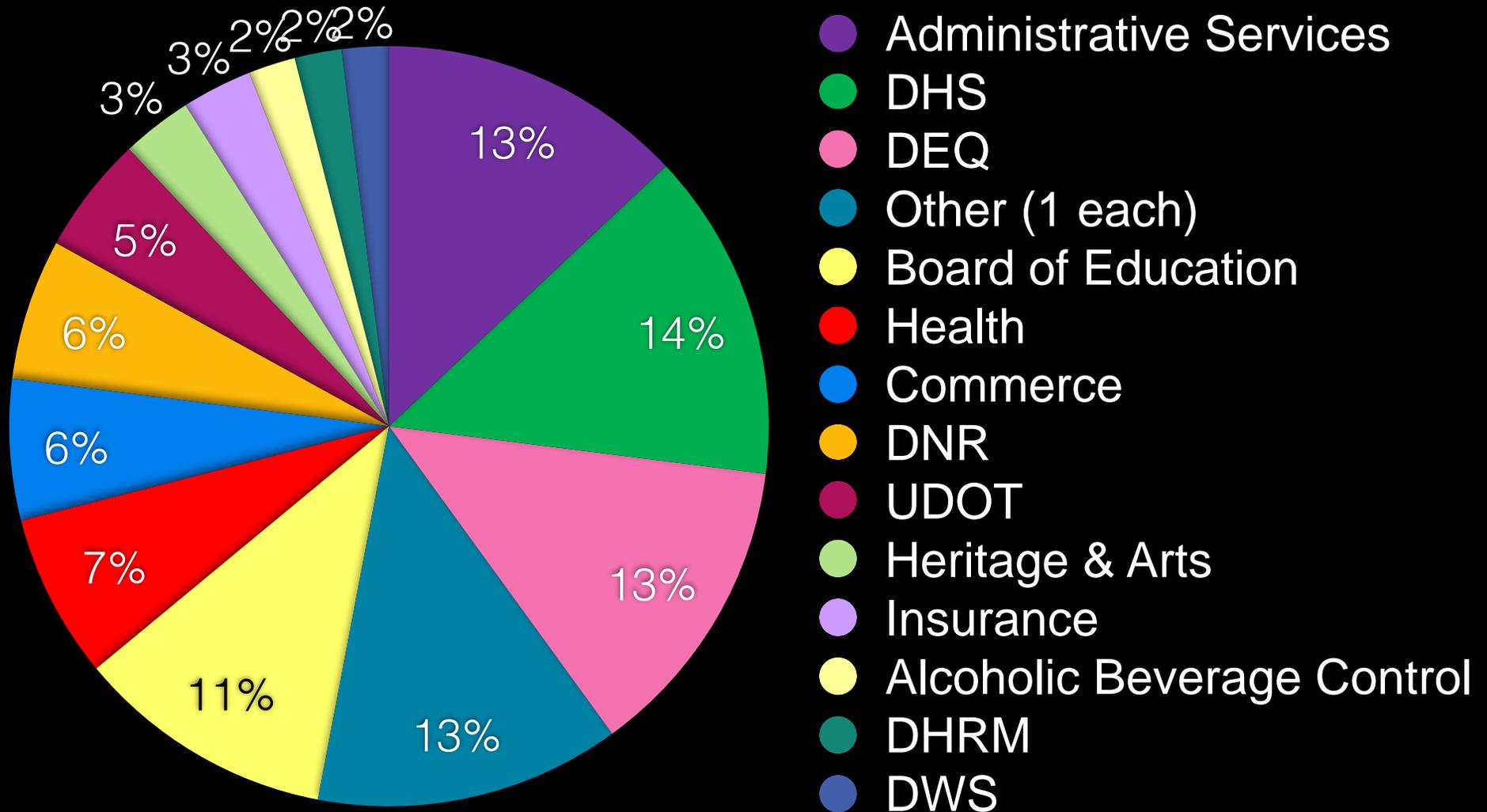
# GRAMA Portal Challenges

- Hierarchy cleanup
  - Glen, Nova, Hierarchy Committee
- Compliance with the law
  - Time limits, rules, extraordinary circumstances, fees, referrals, etc.
- Notifications
  - Records officer, GRAMA officer, office email
- Tools
  - Tasks, notes, assign others, split up request, etc.
- Design
  - Must be user-friendly!

# Requests



# Requests (w/o test agencies)





# Tomorrowland (Electronic Records Center)

SMS - 077

# Electronic Records Center

- “...provide **link capabilities** to other existing repositories of **public information**, including maps, photograph collections, legislatively required reports, election data, statute, rules, regulations, and local ordinances that exist on other agency and political subdivision websites;
- “provide multiple download options in different formats, including nonproprietary, open formats where possible...”

UC [63A-3-403\(11\)\(d-e\)](#)

# Electronic Records Center

Types of online records:

- Records ingested to Archives
  - These can be made available online
- Records on agency websites
  - Links to agency records hubs

# Electronic Records Center

Online records type 1: Ingested records

# Open Records Portal

[My Requests](#)

[FAQ](#)

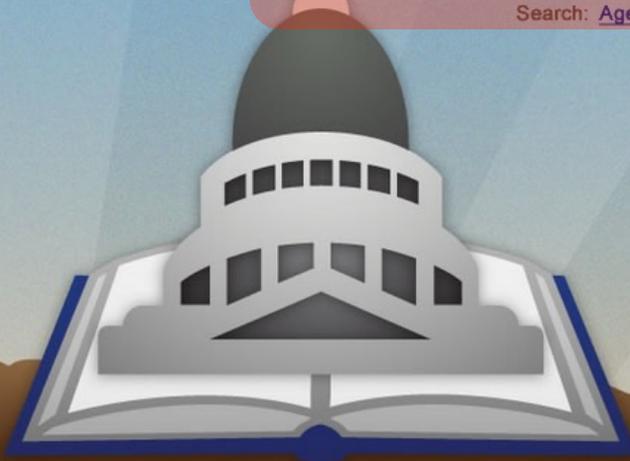
[About](#)

[Login](#)

# OpenRecords

The Open Records Portal is a central site from which a user can submit a records request (GRAMA request) to a governmental entity.

Search: [Agencies](#) [Records](#)



## Request Records

 [Browse All Agencies](#)

 [State Agencies](#)

 [Counties](#)

 [Cities](#)

 [Special Districts](#)

 [School Districts/Schools](#)

## View Records

 [All Records](#)

 [Search Records](#)

[Records Officers](#)

 [State Records](#)

 [City Records](#)

 [Log in to Dashboard](#)

 [County Records](#)

 [School Records](#)

# Records Search

Search records for:

[Or search agencies instead](#)

Administration



## Narrow Results

### Agency Type

- State (198)
- County (53)
- City (10)
- School (1)
- Special District (1)

### Date of Records

2002 to 2012

### Agency Name

- Department of Administrative Services (198)
  - Department of Agriculture and Food (53)
  - Department of Commerce (10)
  - Division of Archives and Records Service (1)
  - Department of Public Safety (1)
- [More](#)

### Location - County

- Salt Lake (235)
  - Davis (10)
  - Utah (1)
  - Washington (1)
  - Morgan (1)
  - Kane (1)
- [More](#)

### Location - City

- Salt Lake (220)
  - Ogden (25)
  - West Jordan (2)
  - Sandy (1)
  - Provo (1)
  - Beaver (1)
- [More](#)

### Record Type

- Administrative (230)
  - Finance (1)
  - Human Resource (1)
  - Medical (1)
  - Personnel (1)
  - Property (1)
- [More](#)

### Format

- PDF (203)
  - Image (20)
  - Spreadsheet (1)
  - Text (1)
- [More](#)

Viewing 1–25 of 263 results for "Administration"

Agency Type: state x

Format: PDF x

Years: 2002–2012 x

<< < 1 2 3 4 ... 10 > >>

Detailed View

Agency A–Z ▼

25 per page ▼



### Administrative Files

Department of Administrative Services (DAS)

2002-2005

▼ Record details View records

These files document the activities of the Department of Administrative Services regarding Worker's Compensation, User Advisory Committee, Division Directors' Meeting, and other miscellaneous meetings.

Online records: 1,325

Classification: Public (UC 63G-2-301)

General Schedule: [State 1-59: Open Meeting Minutes and Public Materials](#)

Retention: Permanent

Series Number: 13438



### Administrative Correspondence

Division of Archives and Records Service

2010

▼ Record details View records



### Administrative Correspondence

Department of Agriculture and Food

2008-2009

▼ Record details View records



### Administrative Correspondence

Department of Environmental Quality (DEQ)

2009-2012

▼ Record details View records



### Administrative Correspondence

Department of Human Resource Management (DHRM)

2004-2012

▼ Record details View records



# Electronic Records Center

[FAQ](#)

[About](#)

[Logout](#)

## Liability risk management claims

Cases 1932-2839

[Back to Series](#)

1 / 15



UTAH STATE ARCHIVES AND RECORDS SERVICE

EMERGENCY PREPARDNESS AND DISASTER  
PLAN

For Emergency Prevention, Mitigation, and Recovery

State of Utah  
Department of Administrative Service  
Division of Archives & Records Services  
2008

# Electronic Records Center

Online records type 2: Links to records

Active Filters

Agency Type: "State Government"  
[\[remove\]](#)

Entity Level

[Top Level](#) (29)

Location (County)

[Salt Lake](#) (248)

[Utah](#) (10)

[Weber](#) (8)

[Davis](#) (5)

[Box Elder](#) (3)

[More...](#)

Location (City)

[Salt Lake City](#) (227)

[Draper](#) (11)

[Ogden](#) (7)

[Provo](#) (5)

[Taylorsville](#) (4)

[More...](#)

Date Created

[1850s](#) (1)

[1880s](#) (1)

[1890s](#) (10)

[1900s](#) (6)

[1910s](#) (3)

[More...](#)

| [Entity](#) | Agency Type: "State Government"

## Names of Governmental Entities

[Alphabetic Browse](#)

Find:

Results Per Page: [Prev](#) **1** [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ... [22](#) Go To Page:

540 results

Sort: [by Relevance](#) ▾

- [\[+\] Alcoholic Beverage Control Commission](#) ↓
- [\[+\] Board of Education](#) ↓
- [Board of Pardons and Parole](#) ↓
- [\[+\] Capitol Preservation Board](#) ↓
- [Career Service Review Office](#) ↓
- [\[-\] Department of Administrative Services](#) ↓
- [Division of Administrative Rules](#) ↓
- [\[-\] Division of Archives and Records Service](#) ↑

[Department of Administrative Services](#) > Division of Archives and Records Service

### Division of Archives and Records Service

<http://archives.utah.gov/>

**Records Officer:** Glen Fairclough ✉  
801-531-3841  
346 South Rio Grande Street  
PO Box 141021  
Salt Lake City, UT 84114-1021

[Online Records](#)

[Record Series \(State Archives\)](#)



[346 S Rio Grande P.O. Box 141021 Salt Lake City, Utah 84114-1021](#)

- [State Records Committee](#) ↓
- [Test Agency](#) ↓
- [Utah State Historical Records Advisory Board](#) ↓

# Online Records

☰ Department of Administrative Services. Division of Archives and Records Service

Military service cards

Spanish American War and Philippine Insurrection service cards

Data entry testing files Oracle

Territorial militia service cards

# Agency Search

Search agencies for:

Or search records instead

Office



## Narrow Results

### Agency Type

- State (198)
- County (53)
- City (10)
- School (1)
- Special District (1)

### Location - County

- Salt Lake (235)
- Davis (10)
- Utah (1)
- Washington (1)
- Morgan (1)
- Kane (1)

[More](#)

### Location - City

- Salt Lake (220)
- Ogden (25)
- West Jordan (2)
- Sandy (1)
- Provo (1)
- Beaver (1)

[More](#)

### Date Created

1897 to 2012

### Has Records Online

- Yes (230)

Viewing 1–25 of 250 results for "Office"

Agency Type: state x

Date Created: 1897–2012 x

<< < 1 2 3 4 ... 10 > >>

Detailed View

Agency A–Z ▼

25 per page ▼

#### Office of Education

Board of Education

[Request Records](#)

#### Contact Information

[www.schools.utah.gov/main/](http://www.schools.utah.gov/main/)  
801-538-7500

250 East 500 South  
P.O. Box 144200  
Salt Lake City UT 84114-4200

[Map it](#)

#### Records Officer(s)

Benjamin Rasmussen [✉](#)

Jane Doe [✉](#)

John Brown [✉](#)

#### Online Records

School building construction project, 2004  
School building specifications, 2000–2007 [✉](#)  
School bus program reports, 2010–  
Scrapbooks, 2009– [✉](#)  
[View All Records](#)

#### Other

[Open Records Portal statistics](#)  
[Utah State Archives Records Series Information](#)  
[Update agency information](#)

- ▼ Advisory Council to the Division of Services to the Blind and Visually Impaired [Request Records](#)
- ▼ Career and Technical Education [Request Records](#)
- ▼ Charter School Revolving Account Committee [Request Records](#)
- ▼ Disability Determination Services Advisory Council [Request Records](#)
- ▼ Interstate Commission on Educational Opportunity for Military Children [Request Records](#)
- ▼ Nominating and Recruiting Committee [Request Records](#)
- ▼ Public Relations Section [Request Records](#)
- ▼ Division of School Food Services [Request Records](#)

#### Office of Rehabilitation

Board of Education

[Request Records](#)

#### Payroll Office

Division of Finance, Department of Administrative Services

[Request Records](#)

#### Office of Finance

Department of Health

[Request Records](#)

#### Beaver Office

Division of Child and Family Services, Department of Human Services

[Request Records](#)

#### Office of the Comptroller

Department of Transportation

[Request Records](#)

#### Office of State Debt Collection

Division of Finance, Department of Administrative Services

[Request Records](#)



# Fantasyland (Records Officer Dashboard)

# Records Officer Dashboard

- Necessary to allow records officers to accomplish what is mandated for us and them
- Necessary for best customer service and usability
- Incorporates a centralized Archives interface for all Archives services

# Dashboard: GRAMA Requests

The screenshot shows a web dashboard for a Records Officer. At the top, there is a breadcrumb trail: Home > Records Officer Dashboard. On the right, it says "Welcome, Renee Wilson" with a share icon. The main header area contains "Records Officer Dashboard" and a navigation menu with "Dashboard" (selected), "FAQ", "About", and "Logout". Below this is a secondary navigation bar with "GRAMA Requests" (selected), "Training", "My Agency", "My Records", and "My Account". The main content area features five dark grey buttons: "My GRAMA Requests", "Agency-specific GRAMA Requirements", "Agency GRAMA Officers", "Ombudsman and GRAMA Help", and "Local GRAMA Laws". A checkbox option is located below the first button:  Go to Requests instead of this page when GRAMA tab is clicked.

# Dashboard: Training

The screenshot shows a web dashboard for a Records Officer. The page title is "Records Officer Dashboard". The user is logged in as "Renee Wilson". The dashboard is divided into several sections. The top navigation bar includes "Home", "Records Officer Dashboard", "Welcome, Renee Wilson", and a "Share" button. Below this, there are two rows of menu items. The first row contains "Dashboard", "FAQ", "About", and "Logout". The second row contains "Training" (which is highlighted in blue), "My Agency", "My Records", and "My Account". The "Training" section is the active page, as indicated by the breadcrumb "Home > Records Officer Dashboard > Training". The main content area features six dark gray buttons arranged in a 2x3 grid. The buttons are: "Certification", "Online Resources", "Suggest a Training Topic", "Register for Training", "View Training Sessions Attended", and "Request In-Agency Training".

Home > Records Officer Dashboard Welcome, Renee Wilson [Share](#)

## Records Officer Dashboard

[Dashboard](#) [FAQ](#) [About](#) [Logout](#)

[Training](#) [My Agency](#) [My Records](#) [My Account](#)

GRAMA Requests

[Certification](#) [Online Resources](#) [Suggest a Training Topic](#)

[Register for Training](#) [View Training Sessions Attended](#) [Request In-Agency Training](#)

# Records Officer Dashboard

[Dashboard](#)

[FAQ](#)

[About](#)

[Logout](#)

## Certification

[GRAMA Requests](#)

[Training](#)

[My Agency](#)

[My Records](#)

[My Account](#)

[Certification](#)

[Register for Training](#)

[Attended Sessions](#)

[Online Resources](#)

[Suggest a Topic](#)

[Request Training](#)



**Congratulations! You are certified!**  
**Your certification will expire on March 12, 2016**

[Study Test Materials](#)

[Take the Certification Test](#)

# Dashboard: My Agency

The screenshot shows a web dashboard for a Records Officer. At the top, there is a navigation bar with 'Home' and 'Records Officer Dashboard' on the left, and 'Welcome, Renee Wilson' and a 'Share' icon on the right. Below this is a main header area with 'Records Officer Dashboard' on the left and a menu on the right containing 'Dashboard', 'FAQ', 'About', and 'Logout'. A secondary navigation bar below the main header features 'My Agency' on the left and 'GRAMA Requests', 'Training', 'My Agency', 'My Records', and 'My Account' on the right. The main content area contains a grid of eight dark gray rectangular buttons with white text: 'Agency Profile', 'Personnel', 'Portal Settings', 'Records Request Requirements', 'Sister Agencies', 'Record Sharing Agreements', 'Forms', and 'Lorem Ipsum'.

Home Records Officer Dashboard Welcome, Renee Wilson Share

## Records Officer Dashboard

Dashboard FAQ About Logout

My Agency GRAMA Requests Training My Agency My Records My Account

- Agency Profile
- Personnel
- Portal Settings
- Records Request Requirements
- Sister Agencies
- Record Sharing Agreements
- Forms
- Lorem Ipsum

# Records Officer Dashboard

[Dashboard](#)

[FAQ](#)

[About](#)

[Logout](#)

## My Agency - Personnel

[GRAMA Requests](#)

[Training](#)

[My Agency](#)

[My Records](#)

[My Account](#)

[Agency Profile](#)

[Personnel](#)

[Portal Settings](#)

[Records Request Requirements](#)

[Sister Agencies](#)

[Record Sharing Agreements](#)

[Forms](#)

### Records Officers

[Edit](#)

#### Kendra Yates



346 South Rio Grande  
Salt Lake City UT 84101  
Phone: 801-531-3866  
kendrayates@utah.gov  
Added 3/10/2015

#### Nova Dubovik



346 South Rio Grande  
Salt Lake City UT 84101  
Phone: 801-531-3836  
ndubovik@utah.gov  
Added 3/10/2015

### Chief Administrative Officer

[Edit](#)

#### Hephaestus Minton



346 South Rio Grande  
Salt Lake City UT 84101  
Phone: 801-531-3842  
hephaestus.minton@gmail.com  
Added 3/13/2015

# Dashboard: My Records

The screenshot shows a web dashboard for a Records Officer. At the top, there is a navigation bar with 'Home' and 'Records Officer Dashboard' on the left, and 'Welcome, Renee Wilson' and a 'Share' icon on the right. Below this is a main header area with 'Records Officer Dashboard' on the left and a menu on the right containing 'Dashboard', 'FAQ', 'About', and 'Logout'. A secondary navigation bar below the main header includes 'My Records', 'GRAMA Requests', 'Training', 'My Agency', 'My Records' (highlighted), and 'My Account'. The main content area features a grid of eight dark grey buttons with white text: 'My Record Series', 'Records Holdings', 'Lorem Ipsum', 'Upload Digital Records', 'Transfer Records', 'View Previous Transfers', 'Create a New Series', and 'Edit an Existing Series'.

Home Records Officer Dashboard Welcome, Renee Wilson Share

## Records Officer Dashboard

Dashboard FAQ About Logout

My Records GRAMA Requests Training My Agency My Records My Account

My Record Series Records Holdings Lorem Ipsum

Upload Digital Records Transfer Records View Previous Transfers

Create a New Series Edit an Existing Series

# Records Officer Dashboard

[Dashboard](#)

[FAQ](#)

[About](#)

[Logout](#)

## My Agency's Records Series

[GRAMA Requests](#)

[Training](#)

[My Agency](#)

[My Records](#)

[My Account](#)

**My Record Series**

[Create Series](#)

[Edit Series](#)

[Transfer Records](#)

[Upload Records](#)

[Previous Transfers](#)

[Records Holdings](#)

### See records for

or [View All](#)

- View active series
- View pending series
- View closed series

Series	Title	Retention	Disposition	Designation
83683	<a href="#">State employee newsletter</a> <a href="#">Edit</a>	Permanent	Never destroy	Public
85065	<a href="#">Executive correspondence, 1984-</a> <a href="#">Edit</a>	5 years	Destroy	Public
80078	<a href="#">Mail authorization forms, 1984-</a> <a href="#">Edit</a>	3 years	Destroy	Public
59928	<a href="#">Liability risk management claims</a> <a href="#">Edit</a>	50 years after case cloases	Destroy	Protected Controlled Private
99999	<a href="#">Series Title</a> <a href="#">Edit</a>	Permanent	Never destroy	Private
99999	<a href="#">Series Title</a> <a href="#">Edit</a>	Permanent	Never destroy	Private

### Recent Activity

# Records Officer Dashboard

[Dashboard](#)

[FAQ](#)

[About](#)

[Logout](#)

## Series Detail

[GRAMA Requests](#)

[Training](#)

[My Agency](#)

[My Records](#)

[My Account](#)

[My Record Series](#)

[Create Series](#)

[Edit Series](#)

[Transfer Records](#)

[Upload Records](#)

[Previous Transfers](#)

[Records Holdings](#)

[Back to Series](#)

### Liability risk management claims

Active

Agency Risk Management, DAS

Description These case files are used to manage the reporting, investigation, and settlement of liability claims filed against the state, colleges and universities, and school districts. These files include investigative notes regarding the incident/injury; conversations with affected parties; summons, complaints, interrogatives, depositions; financial records, and authorizations for settlement. Personal identifying information includes: name, address, telephone number, date of birth, medical history, possible psychiatric history, property ownership, and number of dependents of claimant.

Series # 59928

Designation Protected (UC 63G-2-305(12,15,16,22,23,32,33))  
Controlled (UC 63G-2-203(1,2,6))  
Private (UC 63G-2-302(1)(b),(e))

Retention 50 years

Disposition Destroy

[Records Management Plans](#)

[Electronic Records](#)

[Holdings](#)

[Log/History](#)

#### Record Copy: Proprietary database [Edit](#)

Format Digital: Proprietary database

Dates 2000 -

Migration Plan Update with software  
Export yearly to CSV format

In-office & Offsite Storage Maintain in office 50 years or until backed up to archives

Record Sharing & Permissions Database shared with Department of Whatever, Department of Something, and Risk Management  
Risk Management maintains the records  
All agencies have permission to access, edit, and distribute the records according to law

Essential Records Risk Management Plan Files backed up in real time to database cloud server  
Archival backups burned to disc weekly  
Other agencies' copies provide redundancy

#### Disc backup [Edit this copy](#)

Record Copy Format Digital: Proprietary database

# Records Officer Dashboard

[Dashboard](#)

[FAQ](#)

[About](#)

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## Series Detail

[GRAMA Requests](#)

[Training](#)

[My Agency](#)

[My Records](#)

[My Account](#)

[My Record Series](#)

[Create Series](#)

[Edit Series](#)

[Transfer Records](#)

[Upload Records](#)

[Previous Transfers](#)

[Records Holdings](#)

[Back to Series](#)

### Liability risk management claims

Active

Agency	Risk Management, DAS
Description	These case files are used to manage the reporting, investigation, and settlement of liability claims filed against the state, colleges and universities, and school districts. These files include investigative notes regarding the incident/injury; conversations with affected parties; summons, complaints, interrogatives, depositions; financial records, and authorizations for settlement. Personal identifying information includes: name, address, telephone number, date of birth, medical history, possible psychiatric history, property ownership, and number of dependents of claimant.
Series #	59928
Designation	Protected (UC 63G-2-305(12, 15, 16, 22, 23, 32, 33)) Controlled (UC 63G-2-203(1, 2, 6)) Private (UC 63G-2-302(1)(b),(e))
Retention	50 years
Disposition	Destroy

[Records Management Plans](#)

[Electronic Records](#)

[Holdings](#)

[Log/History](#)

#### Cases 1932-2839

Dates 1-3-1999 – 4-3-2002  
 Location <https://openrecords.utah.gov/846/59928/1a2b>  
 Disposition Date 4-3-2052  
 Records Added 4-20-2015  
 By Whom Renee Wilson  
 Last Updated 11-29-2015



[View records](#) | [Edit records](#) | [Add records](#) | [Delete Records](#)

#### Cases 8493-11932

Dates 5-4-2005 – 12-12-2009  
 Location <https://storerecords.com/13925>

#### Cases 8493-11932

# Records Officer Dashboard

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## Series Detail

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## Liability risk management claims

Active

Agency	Risk Management, DAS
Description	These case files are used to manage the reporting, investigation, and settlement of liability claims filed against the state, colleges and universities, and school districts. These files include investigative notes regarding the incident/injury; conversations with affected parties; summons, complaints, interrogatives, depositions; financial records, and authorizations for settlement. Personal identifying information includes: name, address, telephone number, date of birth, medical history, possible psychiatric history, property ownership, and number of dependents of claimant.
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View Next

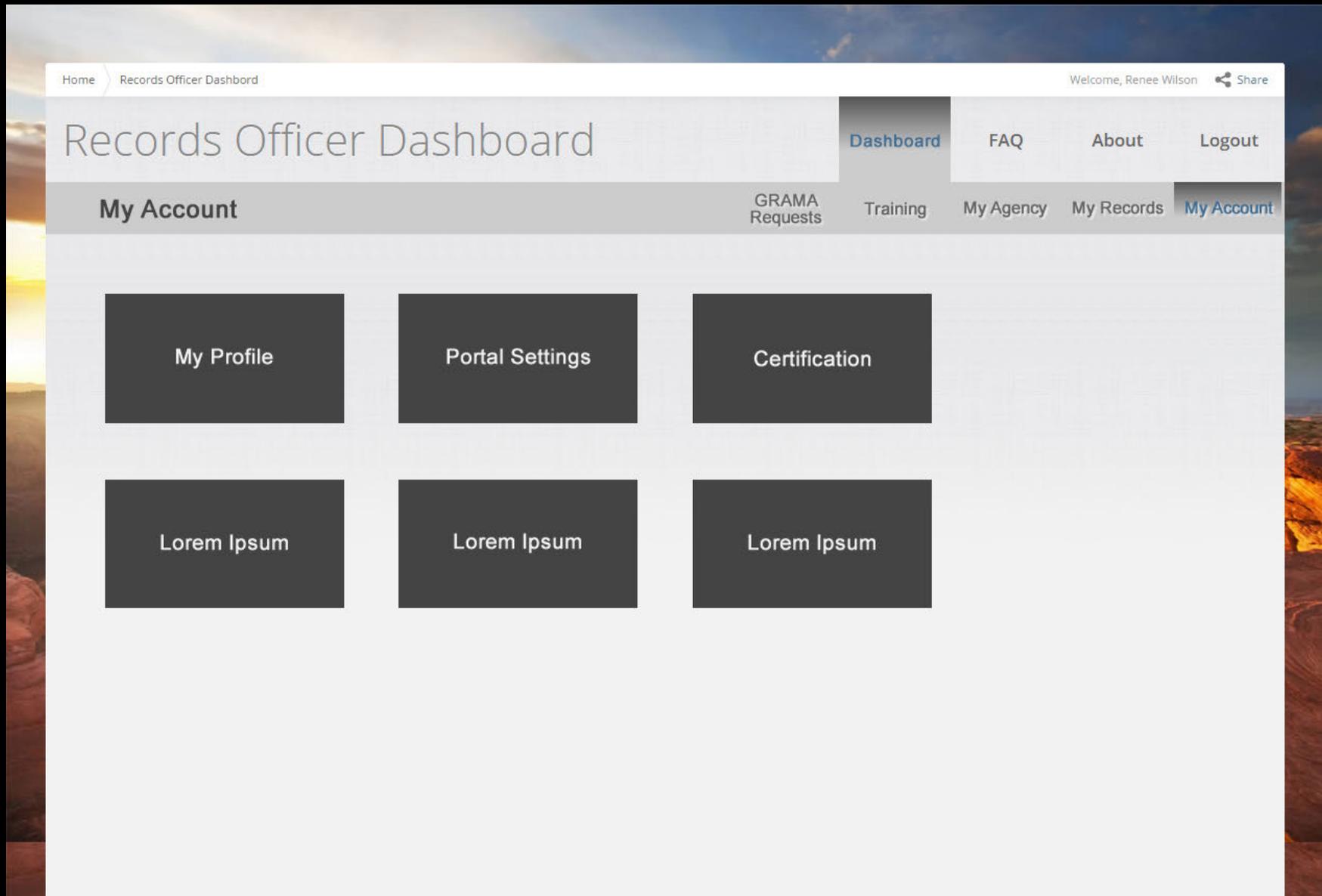
### Cases 1932-2839

Dates 1-3-1999 – 4-3-2002  
 Location <https://openrecords.utah.gov/846/59928/1a2b>  
 Disposition Date 4-3-2052  
 Records Added 4-20-2015  
 By Whom Renée Wilson  
 Last Updated 11-29-2015

[Add records](#) | [Delete Records](#)

The image displays a grid of document thumbnails. The first thumbnail on the left is titled 'EMERGENCY PREPAREDNESS AND DISASTER PLAN' and includes the text 'For Emergency Prevention, Mitigation, and Recovery'. The second thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The third thumbnail is titled 'INTRODUCTION' and contains text starting with 'The purpose of this document is to provide information to the public...'. The fourth thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The fifth thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The sixth thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The seventh thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The eighth thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The ninth thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The tenth thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The eleventh thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The twelfth thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The thirteenth thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The fourteenth thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The fifteenth thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The sixteenth thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The seventeenth thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The eighteenth thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The nineteenth thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'. The twentieth thumbnail is titled 'PREVENTION' and contains a table with columns for 'Item' and 'Page'.

# Dashboard: My Account



# Records Officer Dashboard

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Certification

### Personal Information

Edit

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Archives certified Expires 3/16/2016 ✓

### Agencies

#### Test Agency

Chief Administrative Officer

Records Officer

Destruction Letter Approver

GRAMA Default

346 South Rio Grande

Salt Lake City UT 84101

Phone: 801-531-3842

testagency4096@gmail.com

testagency.gov

Save

A wooden sign is suspended from a pulley system. The sign is made of several horizontal wooden planks and is held in place by thick, braided rope. The pulley system consists of a metal hook attached to a horizontal wooden beam, which is supported by brackets on a stone wall. A thick rope runs horizontally across the frame, passing through the pulley. The background is a wall of rough-hewn, light-colored stone with some green moss or algae growing on it. A circular, glowing light fixture is visible at the top of the frame.

REAL REWARDS  
AWAIT THOSE WHO  
CHOOSE WISELY

# Contact Information

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801-531-3842