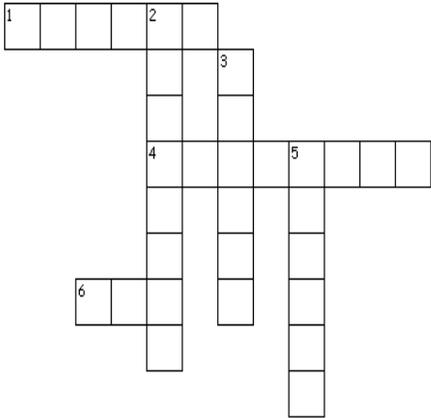


## GRAMA CROSSWORD PUZZLE



### Clues:

#### Across

- 1). A book, letter, document, paper, map, and electronic data is considered a \_\_\_\_\_
- 4). Records officers recertify \_\_\_\_\_
- 6). A governmental entity may charge a \_\_\_\_\_

#### Down

- 2). A record is prepared, owned, received, or \_\_\_\_\_
- 3). A response when you restrict access to a record.
- 5). A requester can \_\_\_\_\_ records access denial to the chief administrative officer.

1. Record 2. Retained 3. Denial 4. Annually 5. Appeal 6. Fee

## RESOURCES

Records Officer Certification

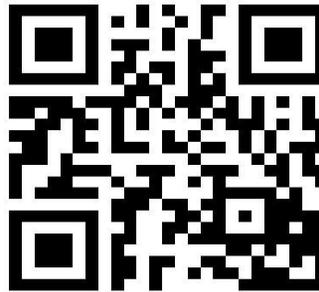
<http://bit.ly/2dc9JyL>

Training Sessions

<http://bit.ly/2dp6yJv>

Records Management Services

<http://bit.ly/2dP5I88>



View Utah State Archives Website

Open Records Website Administrator:

**Renée Wilson** (801) 531-3842

[Openrecordsadmin@utah.gov](mailto:Openrecordsadmin@utah.gov)

Utah Public Notice Website:

**Glen Fairclough** (801) 531-3841

[gfairclough@utah.gov](mailto:gfairclough@utah.gov)

Utah Government Records Ombudsman:

**Rosemary Cundiff** (801) 531-3858

[grama@utah.gov](mailto:grama@utah.gov)

GRAMA Portal Administrator:

**Nova Dubovik** (801) 531-3834

[ndubovik@utah.gov](mailto:ndubovik@utah.gov)

346 South Rio Grande Street

Salt Lake City, Utah 84010



DIVISION OF ARCHIVES  
& RECORDS SERVICE

## ARE YOU IN COMPLIANCE WITH THE OPEN RECORDS PORTAL?

utah.gov

# 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](#)
- [Cities](#)
- [State Agencies](#)
- [Transit Districts](#)
- [Counties](#)
- [School Districts/Schools](#)

# OPEN RECORDS PORTAL INFORMATION

Beginning January 1, 2017, all local, interlocal, and special service districts will be part of a central portal where GRAMA requests may be submitted by the public. The State Archives is responsible for administering the Open Records Website.

## To comply with the statute:

- The chief administrative officer of the agency:
  - Appoints a records officer responsible for the classification of and access to records among other activities.
  - May designate a records officer specifically responsible for responding to GRAMA requests.
- Establish an email address associated with the agency that can be utilized for GRAMA requests. The records officer email is default if we have it on file.
- The agency records officers will receive notification of the records requests through the email address on file at the Archives.

- If you have questions, contact the Open Records Administrator, at [openrecordsadmin@utah.gov](mailto:openrecordsadmin@utah.gov)

## DO YOU POST ON THE UTAH PUBLIC NOTICE WEBSITE?

- Public bodies are required to post notices of open meetings. 
- Public bodies shall not give less than 24 hours public notice of each meeting.
- Public bodies shall post the name, phone number, and email address of each member of the board on the website.

## WHAT IS IN YOUR FILES? RECORDS MANAGEMENT



All records created or maintained by a political subdivision of the state are the property of the state and shall not be mutilated, destroyed, or otherwise damaged or disposed of, in whole or in part.

Governmental entities should adopt retention schedules. To find out more information about the General Retention Schedules, go to the State Archives website and search under Records Management Services.

## ANNUAL CERTIFICATION

Records officers of a governmental entity or political subdivision shall, on an annual basis, successfully complete online training and obtain certification from State Archives.

For more information, contact your records analyst, Lorianne Ouder Kirk, at [louderkirk@utah.gov](mailto:louderkirk@utah.gov)



## HOW WELL DO YOU KNOW GRAMA?

- GRAMA governs access to government records.
- GRAMA is designed to protect both privacy and transparency in government.
- GRAMA creates and describes a classification system in which specific records can be identified so that appropriate access can readily be determined.

If you are interested in learning more about GRAMA register for training on the State Archives website.