



UTAH INLAND  
PORT AUTHORITY

# Records Retention

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|-------------------------|----------------|----------------------------|-----|
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| <b>Policy Owner:</b>    | Larry Shepherd | <b>Approved By:</b>        |     |



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**Revision Table**

| Version | Effective Date | Revision Author | Summary of Revisions |
|---------|----------------|-----------------|----------------------|
|         |                |                 |                      |

**I. Purpose Statement**

This policy exists to protect both transparency and appropriate privacy in UIPA records and ensures access to records by providing guidelines for record management, preservation, and disposal.

**II. Regulatory / Legislative Requirements**

- Government Records Access and Management Act 63G-2
- Public Records Management Act

**III. Scope**

This policy provides guidelines to manage, classify, access, preserve, and dispose of records of the Utah Inland Port Authority and to provide access to UIPA records in accordance with state laws and regulations while protecting individual rights of privacy.

**IV. References**

- UIPA GRAMA Request: <https://inlandportauthority.utah.gov/grama-requests/>
- Utah State General Records Retention Schedule: <https://axaemarchives.utah.gov/solr/axaem/EntityGRSItem>

**V. Definitions**

| Term            | Definition  |
|-----------------|---|
| GRAMA           | Utah Government Records Access and Management Act   |
| Records Officer | Individual appointed by the UIPA Executive Director to work with state archives in the care, maintenance, scheduling, designation, classification, sharing, disposal, and preservation of records |
| Staff Member    | Anyone who receives salary/wage from the organization, including full or part-time staff, interns, consultants, and contractors   |

**VI. Roles & Responsibilities**

| Role            | Responsibility  |
|-----------------|---|
| Records Officer | <ul style="list-style-type: none"> <li>• On an annual basis, successfully completes online training and obtains certification from state archives in accordance with Section 63A-12-110</li> <li>• Oversees record retention and management, and ensures compliance with GRAMA requests</li> <li>• Identifies, classifies, and protects confidential and vital records</li> </ul> |

|                    |  |
|--------------------|--|
|                    | <ul style="list-style-type: none"> <li>Cooperates with the Utah Division of Archives and Records Services and all other State Agencies in the conduct of agency records management requirements and requests</li> </ul>  |
| UIPA Staff Members | <ul style="list-style-type: none"> <li>Creates and maintains records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions, designed to furnish information to any agency or person affected by the activities of UIPA</li> </ul> |

**VII. Policy**

UIPA is committed to proper maintenance and retention of records. The Public Records Management Act (PRMA), mandates state ownership of government records and requires their effective management (Utah Code 63A-12).

Falsifying records, deliberately concealing records, destroying records in bad faith, exploiting confidential information, or otherwise mishandling records is not acceptable. Employees must take steps to ensure potentially relevant information is not inadvertently destroyed pursuant to document retention schedules or by routine computer operations.

As a regional government entity, UIPA will adhere to the Utah State General Records Retention Schedule.

UIPA will, at a minimum:

- Designate one or more records officer to oversee record retention and management, ensure compliance with GRAMA requests
- Create and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions, designed to furnish information to any agency or person affected by the activities of UIPA
- Identify and take adequate steps to protect confidential and vital records
- Cooperate with the Utah Division of Archives and Records Services and all other State Agencies in the conduct of agency records management requirements and requests.

**VIII. GRAMA Request**

A person may request to inspect or receive copies of the UIPA's records by filing a written GRAMA request. The GRAMA request must contain the required information and specific description of the records being requested. GRAMA requests can be made on the UIPA's website at <https://inlandportauthority.utah.gov/grama-requests/>

**IX. Fees**

UIPA may charge the following fees for requests relating to GRAMA:

- There shall be no charge to a requester for staff time to review a record to determine whether it is subject to disclosure.



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- The requester will be charged for staff time to search, retrieve, compile, format, manipulate, package, summarize or tailor the record into an organization or media to meet the request, and other direct administrative costs.
  - There will be no charge for the first 15 minutes of staff time.
  - The charge may not exceed the hourly rate of the lowest paid employee who, in the discretion of the Executive Director, has the necessary skill and training to perform the request.
- The requester will be charged the actual incremental cost of providing a record that is a result of computer output in accordance with §63G-2-203(2) (iii) of GRAMA.
- The requester may be charged the following additional fees:
  - Paper copies (up to 11 "x17") - 25¢ per page
  - Disks (CDs or DVDs) - \$5 per disk
  - Postage - actual cost
  - Other forms - actual cost
- Fees may be waived by the Records Officer if it is determined that the terms of §63G-2-203(4) of GRAMA have been met; or the fees are considered minimal.
- UIPA may require payment of all past fees prior to processing a new request.
- UIPA may require payment in advance if fees for a request are expected to exceed \$50 or if the requester has had past fees due on previous requests.

### **X. Penalties**

UIPA staff members who intentionally refuse to permit access to records in accordance with GRAMA or this policy; who intentionally permit access to non-public records; or who intentionally destroy, or otherwise damage or dispose of, or allow other persons to do so, in violation of the provisions of this policy, the ACT, or other laws and regulations, may be subject to criminal prosecution and disciplinary action, up to and including termination of employment.