

RECORD MANAGEMENT

City of Orem



WHAT IS A RECORD?



WHAT IS A RECORD?

- A record is any document - in any format (paper or electronic, and yes even video) - created or received by you or your department - that allows you to conduct business.
- The value of a record is determined by content, not by format.



IN OTHER WORDS:

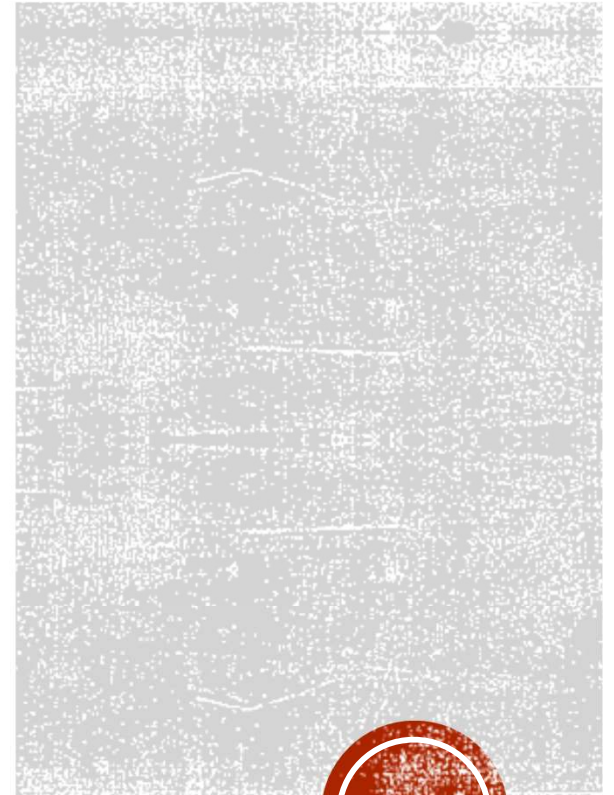
- If a document helps you perform your job description or documents the history and/or administration of your office, it is probably a record and should be handled appropriately.





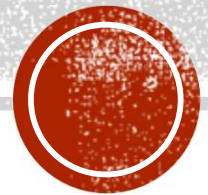
**What are
different
types of
records?**

**IS A DRAFT A
RECORD?**



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RECORD?**

MAYBE





MAYBE



**How did you
use it?**

IS A DRAFT A RECORD?



WAS IT
DISTRIBUTED?



WAS IT USED TO
MAKE A DECISION?



WAS THERE A FINAL
DRAFT PUBLISHED?





EMAILS





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- Generally, personal email account of government employees are not subject to disclosure. The exemption is if an employee uses his or her personal email for government business. Any email sent to or from the personal account that pertains to government business is subject to disclosure.



HOW TO IDENTIFY EMAIL RECORDS?



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- Contains information that needs to be retained for legal or financial requirements
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- Approves policies
- Contains information that can be used as a basis for future decisions
- Sets a precedent that will help deal with similar situations in the future



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- Contains information that can be used as a basis for future decisions
- Sets a precedent that will help deal with similar situations in the future
- Contains details of the liabilities or responsibilities of the City
- Contains details that protect the rights or assets of the City
- Contains information that is of historic value



BEST PRACTICES FOR EMAILS



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Is email the most appropriate method of communication?

Limit email messages to one subject per message.

Only send messages to staff that need to know the information.



BEST PRACTICES FOR EMAILS

- Consider content and the tone of the email, use professional language
- Emails that contain personal information must conform to State laws of disclosure
- Under the Freedom of Information legislation, request can be made for access to correspondence.



BEST PRACTICES FOR EMAILS

- Be careful of sending sensitive information by email
- Manage emails in google for proper storage
- Place important information in share folders
- Include original text in the message to ensure the complete record



Applying Retention to Email

Is it a government record?

Yes

Is it my responsibility? Is the record
a result of a function of my job?

Yes

Am I the official
custodian of this record?

Yes

Determine the retention and file accordingly

No

No

No

Forward if needed or delete!

WHAT ABOUT TEXT MESSAGES?



WHAT ABOUT TEXT MESSAGES?



Governmental records entail any written communication or other information, whether in paper, electronic, or other physical form. Therefore, text and SMS are subject to disclosure requirements.



What if it was on my personal cell phone?



Transitory Vs. Administrative Correspondence



If you receive a text message about government business, respond back to text by email.



Text messages have a short retention and records could be lost



Do Not Delete, Archive It



EVEN SOCIAL MEDIA?



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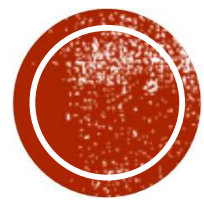


Social media should not be deleted but it can be hidden



HOW SHOULD WE TREAT RECORDS?





PRIVACY / SENSITIVE INFORMATION PROTECTION





Limit
Guard
Delete

- **LIMIT**

- Only collect what you truly need and only use it for the primary purpose for which the data was collected

GOLDEN RULES OF PRIVACY PROTECTION

Limit

Guard

Delete





Over- Collection

**OVER-COLLECTION HAPPENS WHEN
WE COLLECT MORE DATA THAN WE
ACTUALLY NEED**

**OVER-COLLECTION PRESENTS
HIGHER RISKS**

- **GUARD**

- Protect the data from unauthorized access, online and offline

**GOLDEN RULES
OF PRIVACY
PROTECTION**

Limit

Guard

Delete





**WHAT IS SHOWING ON YOUR
SCREENS?**

**WHAT IS LEFT OUT ON YOUR
DESK?**

**WHAT CAN BE HEARD ON YOUR
CALLS AND CONVERSATIONS?**

■ DELETE

- Dispose of personal data when you no longer need it, review and follow retention schedules.

GOLDEN RULES OF PRIVACY PROTECTION

Limit

Guard

Delete



Over- Retention

**OVER-RETENTION MEANS YOU KEEP
DATA LONGER THAN NEEDED**

**OVER-RETENTION INCREASES RISK
AS THE DATA ACCUMULATES
AND/OR BECOMES OBSOLETE**

RECORDS APPRAISAL & MANAGEMENT PROGRAM

QUICK DISPOSITION GUIDE



NON-RECORDS

- ITEMS OF NO LEGAL, ADMINISTRATIVE, FISCAL OR HISTORICAL VALUE
- DRAFTS
- ROUGH NOTES
- EXTRA COPIES



STATE ARCHIVES
801-531-3863
RECORDSMANAGEMENT@UTAH.GOV



ONE YEAR OR LESS

- ATTENDANCE ROLLS
- PERMISSION & PASSES
- STUDENT DISCIPLINE
- SURVEILLANCE RECORDINGS
- WORKING FILES
- INVENTORY RECORDS
- INTERNAL COMMITTEE RECORDS
- TRANSITORY CORRESPONDENCE

☒ DISPOSE 1 YEAR AFTER RESOLUTION, OR ISSUE IS SUPERSEDED



ONE TO SIX YEARS

- DEAD FILES (3)
- PAYROLL PROCESS (3)
- PERFORMANCE & TESTING (3)
- SECTION 504 STUDENT RECORDS (3)
- STUDENT MEDICAL LOGS (3)
- TIMEKEEPING (3)
- ACCOUNTS PAYABLE (4)
- BUDGET RECORDS (4)
- ENROLLMENT & REGISTRATION (4)
- SPECIAL EDUCATION RECORDS (5)

☒ SEE STATE ARCHIVES FOR SPECIFIC DISPOSITION SCHEDULE



MORE THAN 7 YEARS

- ADMINISTRATIVE CORRESPONDENCE (7)
- GRANT RECORDS (7)
- INVESTIGATION RECORDS (7)
- AUDIT WORK PAPERS (10)
- CIVIL CASE FILES (10)
- FIXED ASSETS (10)
- PROGRAM & PROJECT ANALYSIS (10)
- SCHOOL GENERAL LEDGERS (10)
- INSURANCE CLAIMS (12)
- EMPLOYEE WAGE RECORDS (65)

☒ SEE STATE ARCHIVES FOR SPECIFIC DISPOSITION SCHEDULE



PERMANENT

- ARTIFACTS
- AUDIT RECORDS
- SPORTS TEAMS RECORDS
- STUDENT ACADEMIC RECORDS
- CLOSED MEETING RECORDS
- GRADUATION & TRANSCRIPT
- GRADUATION PROGRAMS
- HISTORIAN BOOKS
- MEETING MINUTES
- OFFICIAL REPORTS
- PUBLIC MATERIALS
- PUBLIC RELATIONS
- PUBLICATIONS
- SCHOOL HISTORIES
- STUDENT HISTORY
- TRAINING AIDS



**PLEASE REFER TO STATE ARCHIVES FOR SPECIFIC SCHEDULE LENGTHS, AND RECORD DISPOSITION NOTES.
THIS IS DESIGNED TO BE A QUICK GLANCE GUIDE FOR THE MOST USED RECORD TYPES.**

ADA Compliant 5/2021

- Content not format determines whether something is a record or not.
- Protect the information in your care

IN CONCLUSION





QUESTIONS

- Contact Teresa McKitrick, City Recorder
- 801-229-7298
- tmckitrick@orem.gov

