

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL POLICY MANUAL	
	Affiliation: Compliance and Records Division Policies	
	Title: Records Management	
	Number: 200 – 010	
	Approved: 6/13/2023	By: Fire Chief Dominic Burchett
Last Reviewed: 3/26/2025	By: Shelli Fowlks Records Mgr.	

REFERENCES:

- [Utah Government Records Access and Management Act UCA§63G-2-101](#)
- [Public Records Management Act UCA§63A-12-100](#)
- [UFA Policy and Procedure – Patient Request to Access Protected Health Information \(PHI\)](#)

DEFINITIONS:

Definitions are consistent with [UCA§63G-2-103](#) and [UCA§63A-12-100.5](#)

LEADERS INTENT:

The Records Management Policy establishes principles, responsibilities, and requirements for managing Unified Fire Authority’s (UFA) records in compliance with Utah Government Records Access and Management Act (GRAMA), Public Records Management Act (PRMA), and best business practices for managing records.

POLICY:

This policy addresses all records made or received by Unified Fire Authority (UFA) that fall under state and federal law or in connection with the transaction of public business. As a governmental entity, all records created or maintained by UFA, except for the records constituting intellectual property owned by the UFA, are the property of the state and shall not be mutilated, destroyed, or otherwise damaged or disposed of, in whole or part, except as provided in [Utah Code Title 63G, Chapter 2](#).

In the best interest of the public and UFA, it is essential for UFA to maintain and preserve accurate governmental records, provide ready access to records defined by GRAMA as open to the public, to maintain the security of records defined by law as nonpublic, and to ensure the preservation of vital and historically valuable records.

1.0 RESPONSIBILITIES OF THE UFA RECORDS MANAGER

The Records Manager is the designated Records Officer and record request responder for UFA and is responsible for establishing and maintaining a records management system for UFA records. Responsibilities include:

- 1.1 Provide leadership, planning, overall policy, guidance, and general oversight of division records management at UFA;
- 1.2 Receive and respond to all records requests in accordance with [GRAMA](#) or [HIPAA](#);

- 1.3 Inform Division Records Administrators on records management issues and develop records management policies, procedures, guidance, and training materials under the direction of the Assistant Chief of Administration and Planning and the Chief Legal Officer;
- 1.4 Coordinate the approval of the record retention schedule and the transfer of records to the State Archives in consultation with Assistant Chief of Administration and Planning and the Chief Legal Officer;
- 1.5 Establish the care, maintenance, access, scheduling, designation, classification, disposal, and preservation of records;
- 1.6 Certify as Records Officer on an annual basis, complete training and testing through the state archives in accordance with Section [63A-12-110](#);
- 1.7 Provide training to all Division Records Administrators on establishing and maintaining effective records management programs;
- 1.8 Evaluate recordkeeping practices to determine the effectiveness of the program; and
- 1.9 Work directly with designated Division Records Administrators and oversee the records committee.

2.0 RESPONSIBILITIES OF DIVISION SUPERVISORS, DIVISION CHIEFS, AND DIVISION RECORDS ADMINISTRATORS

Each division within UFA is responsible for its records. The Division Supervisor/Division Chief will designate a Division Records Administrator. The Division Records Administrator will establish and maintain an internal records management program under which records are effectively and efficiently managed throughout the records lifecycle with the following minimum requirements:

- 2.1 Create, receive and maintain official records providing adequate and proper documentation, and evidence of UFA's activities;
- 2.2 Manage division records, in any format, in accordance with applicable statutes, regulations, and policy, allowing for timely access and retrieval;
- 2.3 Ensure proper safeguards are in place to protect and preserve the records;
- 2.4 Properly box and label division records that will be stored in the records room;
- 2.5 Adhere to the approved record retention schedule and properly dispose of records that have met retention by completing a destruction form, identifying the destruction method, and sending completed form to the Records Manager;
- 2.6 Provide training to all division members on effective records management;
- 2.7 Work directly with the Records Manager in the processing of GRAMA records requests pertaining to the particular division;

2.8 Participate as an active member of the records committee by attending records management training and meetings.

3.0 RESPONSIBILITIES OF ALL UFA EMPLOYEES

An Employee who has lawful access to any private, controlled, or protected record as classified under GRAMA, and who intentionally discloses, provides a copy or access to, or improperly uses a record, may be subjected to criminal penalties up to and including a class B misdemeanor.

4.0 ACCESS TO RECORDS

The public and/or employees have the right to inspect a public document. Access to records will be consistent with [Utah Code §63G-2-2](#). Requests for records will be directed to the UFA Records Manager.

5.0 LITIGATION HOLDS

A litigation hold is a temporary suspension of the Records Retention Schedule, preventing the destruction of all records. A litigation hold ensures that all data that may relate to legal action is available through the discovery process prior to litigation. The Records Manager and Division Records Administrators are responsible for the preservation of records during a litigation hold as directed in 100-030 Litigation Holds, Preservation of Potential Evidence, and Reporting of Potential Litigation.

Replaces policy dated: May 4, 2020