

Ordinance No. 18-1114-01

AN ORDINANCE TO ESTABLISH PROCEDURES FOR RECORDS ACCESS AND MANAGEMENT FOR THE TOWN OF ROCKVILLE.

WHEREAS, the Town of Rockville, Utah (hereafter "Town") is a municipal corporation, duly organized and existing under the laws of the State of Utah;

WHEREAS, *Utah Code Annotated* 63G-2-101, et seq, is known as the "Government Records Access and Management Act" (GRAMA);

WHEREAS, the Utah Division of Archives and Record Services assists Utah government agencies with their records and information management responsibilities;

WHEREAS, the Town desires to bring its implementation of GRAMA and records retention into compliance;

NOW, THEREFORE, be it ordained by the Town Council of Rockville, Utah as follows:

Section 1: Records Access and Management

The Town hereby adopts by reference the Government Records Access and Management Act, Utah Code Annotated section 63-2-101 et seq. The fee schedule shall be as established by the Town Council and on file in the town office.

Section 2: Record Retention

All town records shall be managed by the Retention Schedule published by the Utah Division of Archives and Record Service. Any records not covered under the Archives retention schedule, the records officer shall contact the Division of Archives for direction.

PASSED this 14th day of November 2018.

THIS ORDINANCE SHALL BECOME EFFECTIVE IMMEDIATELY UPON APPROVAL AND SIGNATURE.

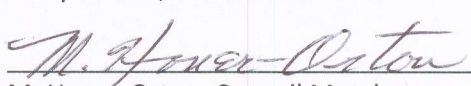
TOWN OF ROCKVILLE


Pam Leach, Mayor


Jeff Ballard, Council Member


Terry Bell, Council Member


Barry Sochat, Council Member


M. Honer-Orton, Council Member

ATTEST:


Vicki S. Bell, Town Clerk