



STATEMENT FROM THE CITY OF CEDAR HILLS
January 22, 2016

This statement addresses concerns and questions that have been raised regarding a recent GRAMA request for records and our city record retention policy.

In January 2016 the State of Utah made changes to the process for requesting government records. Previously, an individual or group wanting access to records needed to directly contact the entity that held the records. Now a requestor can make a request for records held by any entity using an online form controlled by the State. This is then sent to the appropriate entity for fulfillment. The time to fulfill the records request begins when the entity receives the request from the State, not when it was originally submitted by the requestor. A request for email records was made on January 9, 2016 but was not received by the city until January 11, 2016. The city began fulfilling the request and will provide all responsive records to the requestor no later than the date required by law, which is January 26, 2016.

In addition, there has been some misunderstanding with regard to city retention of emails. City code states clearly that the city will adhere to the State Municipal Retention Schedule. Up until 2014, that meant email records must be kept for one year. All city staff and officials were adhering to that requirement. In 2014, many of the provisions of the State Municipal Retention Schedule were made obsolete and instead refer to the State General Retention Schedule. Additionally, the State General Retention Schedule has three levels of classification defined (transitory, administrative, and executive) and each has a unique retention schedule. The rules with regards to classification and retention have been changing over the past two years, and it has been challenging for many municipalities to understand and comply with changes made at the State level. Staff has been aware of these changes and has been complying with the State General Retention Schedule, but some elected officials were unaware of these changes. Despite this confusion, no emails were deleted early and the city will be able to respond to the GRAMA request fully. Additionally, the city server was not setup to back up email accounts so that a copy could be pulled from the server, if needed. City staff is aware of this problem and is working to address this issue. The city will be ensuring that all elected officials understand how the State Retention Schedule applies to them. Cedar Hills is in the process of drafting a new retention schedule; this will be presented to the City Council this spring and any changes will be publicized so that staff, elected officials, and the general public are aware of any new policies.

City staff and officials remain committed to transparency, and all responsive records held by the city will be provided to the requestor before the required date. Anyone with further questions may contact the City Manager or the City Council.

For media inquiries please contact Jenney Rees via email at jrees@cedarhills.org.

Find us on Facebook at www.facebook.com/cedarhillsutah and on Twitter at [@CedarHills_Utah](https://twitter.com/CedarHills_Utah).



Cedar Hills | 10246 N. Canyon Road, Cedar Hills, UT 84062 | www.cedarhills.org