



State of Utah

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Division of Archives and Records Service
346 S Rio Grande St.
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20 March 2024

Superintendent Anthony Godfrey
Jordan School District
7387 S. Campus View Drive
West Jordan, UT 84084

Dear Mr. Godfrey,

During the June 16, 2023, State Records Committee meeting, the State Records Committee made a decision to refer a records and information management matter regarding Jordan School District to the Records Management Committee (RMC), as they appeared to have concerns regarding your email management and use policies (see [McConnehey v. Jordan School District, Decision and Order no. 23-11, Utah State Records Committee \(entered Mar. 27, 2023\)](#)). The matter was referred to the RMC because one of the Committee's primary responsibilities under the statute includes "mak[ing] recommendations to a governmental entity regarding the entity's management of records." [Utah Code 63A-12-113\(2\)](#).

The RMC reviewed the State Records Committee's decision, looked at Jordan School District's records management policy ([DP367 - District Records Management](#)), and

discussed the issues involved during several of their open and public meetings this year.

From these meetings and discussions, the RMC has arrived at a final determination in the matter. The Committee strongly recommends that Jordan School District promptly do the following:

1. Update its records and information management (RIM) policy so that it (i) provides more specific guidance, addresses real-world dilemmas (such as doing government business using a personal device or account), (ii) assigns RIM responsibilities, and (iii) points staff and elected officials to the agency's retention schedules;
2. Regularly train staff and elected officials regarding what is expected of them in relation to records management (i.e., the RIM policy, the potential consequences of using personal email and text messages for government business); and
3. Implement a process for monitoring and encouraging compliance with the RIM policy.

The Committee advises that Jordan School District review its duties under the Government Records Access and Management Act as those duties pertain to record retention and disclosure, especially in light of the reasoning the State Records Committee put forth in *McConnehey v. Jordan School District* and the practices of the District's elected officials, to whom the District has provided email accounts.

Respectfully,

Kenneth Williams

[Kenneth Williams \(Mar 20, 2024 09:03 MDT\)](#)

Kenneth Williams

State Archivist

Records Management Committee chair pro tem

cc Caleb Olson
Timothy McConnehey
Rebekkah Shaw