



GREATER SALT LAKE Municipal Services District

STAFF REPORT

Date: Nov 6, 2025

From: Mark Schneider, Diana Baun, & Brian Hartsell

RE: Records & IT for MSD Member Cities & Towns

Issue Summary

Below is a summary of options and recommendations in response to Trustee Smolka's inquiry at the Oct 8 board meeting concerning Records and IT for MSD Member Cities and Towns. Trustee Smolka's inquiry was related to departing elected officials, but this summary below applies to all officials.

Recommendations

- Cities and towns can consult with their city attorney on a surplus policy that may allow for the purchase of computers and tablets that are being replaced. The MSD has such a policy that is available for reference.
- GRAMA (63G, Chapter 2) as well as Utah State Archives Guidelines, require that government records be properly maintained, secured, and accessible in the City Recorder's Office. As such, elected officials of MSD member cities and towns should do the following:
 - o As they complete their terms of service, officials should coordinate with the City Recorder (Diana Baun) to transfer all municipal official records in their possession not already saved in the City Recorder's office to the Recorder for proper storage. The Recorder can detail what constitutes an official record.
 - If officials need assistance with the transfer to the Recorder of paper documents, they may reach out to the City Recorder (Diana Baun). If they need assistance with the transfer of digital files from their personal or city-owned devices to an external hard drive, they can coordinate a time with MSD IT Director (Mark Schneider) for assistance. The IT Director will coordinate with the Recorder to ensure that the documents are saved to the appropriate digital repository maintained by the Recorder.
 - o City Recorder will determine if MSD IT has access to emails and files from elected official Government Google accounts (.gov email and google drive files). MSD IT will coordinate with the City Recorder to determine what is retained or no longer necessary to retain.
 - o If they haven't done so already, member cities and towns should consider obtaining city/town-owned government devices, establishing a Government collaboration and email environment



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(such as government gmail and Google drive), and allow MSD IT staff to maintain the environment in support of the City Recorder's requirements to maintain the records. Ramp up time may be required if additional MSD FTE is necessary.