

VIRGIN, UTAH

Resolution No. R2025-L

**A RESOLUTION OF THE TOWN COUNCIL OF VIRGIN, UTAH, APPOINTING A CHIEF ADMINISTRATIVE OFFICER AND RECORDS OFFICER IN COMPLIANCE WITH THE GOVERNMENT DATA PRIVACY ACT (GDPA)**

**WHEREAS**, Utah law, under the Government Data Privacy Act (GDPA), requires each state agency to implement a privacy program – including designation of a Chief Administrative Officer (CAO) and appointment of Records Officer(s); and

**WHEREAS**, the Utah Office of Data Privacy's Privacy Program Framework provides guidance requiring specification of who is responsible for privacy program implementation; and

**WHEREAS**, GDPA mandates that each agency designates a CAO responsible for establishing and maintaining the agency's privacy and records management program; and

**WHEREAS**, The act also requires that the CAO appoint a Records Officer who will ensure the care, maintenance, classification, retention, access, and preservation of records in alignment with CAO-established policies.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF VIRGIN, UTAH, AS FOLLOWS:**

**1. Designation of Chief Administrative Officer (CAO).** Mark Meyers, Town Manager, is hereby designated as the CAO for Virgin Town. The CAO shall establish, manage, and maintain an ongoing privacy and records management program consistent with Utah law and the Privacy Program Framework.

**2. Appointment of Records Officer.** The CAO shall appoint the following Records Officer. Krystal Percival, Clerk/Recorder. Records Officer will implement and maintain privacy and records practices as detailed in the agency's privacy program and framework guidance.

**3. Roles and Responsibilities.**

- CAO Responsibilities: Develop and maintain formal privacy and records policies and procedures. Oversee their effective implementation throughout the agency. Report the CAO designation to the Division of Archives and Records Service (DARS), consistent with statute.
- Records Officer Responsibilities: Complete training and certification for GRAMA, manage care, maintenance, scheduling, classification, retention, disposal, access, and preservation of records. Execute all records and privacy policies established by the CAO.

**4. Effective Date.** This resolution shall take effect immediately upon passage and adoption.

**PASSED AND ADOPTED** by the Town Council of Virgin, Utah, this November day of 18, 2025.

**VIRGIN, UTAH**

By: \_\_\_\_\_

Jean Krause, Mayor

Attest: \_\_\_\_\_

Krystal Percival, Town Clerk/Recorder

<u>Vote</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Jean Krause, Mayor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paul Luwe, Council Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mistie Baird, Council Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April McKeon, Council Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valerie Wenz, Council Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECORDED this \_\_\_\_\_ day of \_\_\_\_\_ 2025

PUBLISHED or POSTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING**

In accordance with Utah Code Annotated §63G-30-102 as amended, I, the Town Clerk/Recorder of Virgin, Utah, hereby certifies that the foregoing Ordinance was duly passed and published or posted via Class A Notice at:

- 1) Utah Public Notice website
- 2) Virgin Town website, [www.virgin.utah.gov](http://www.virgin.utah.gov)
- 3) Virgin Town Hall

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Krystal Percival, Town Clerk/Recorder  
Virgin Town, Utah