

A RESOLUTION OF THE TOWN COUNCIL OF LEEDS, 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; 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 one or more Records Officers 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 LEEDS, UTAH, AS FOLLOWS:

1. **Designation of Chief Administrative Officer (CAO).** William Hoster, Mayor is hereby designated as the CAO for the Town of Leeds. 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. Cari Bishop, Clerk. 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:** 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 LEEDS, Utah, this ~~12th~~^{3rd} day of December, 2025.

Leeds, UTAH

By: _____

William Hoster, Town of Leeds, Mayor

Attest: _____

Cari Bishop, Clerk/Recorder

<u>Vote</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Mayor William Hoster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Ron Cundick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Kohl Furley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Michelle Peot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Danielle Stirling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>