

### **Chief Administrative Officer (CAO) Designation (Utah Code 63A-12-103)**

Governmental entities are required to designate one or more CAOs. The name of the designated CAO must be reported to the Division of Archives and Records Service (Archives). The CAO for each governmental entity is responsible for ensuring their entity complies with the requirements of DARSMGR, GRAMA, and Part 4 of the GDPR. CAO responsibilities include establishing and maintaining an active, continuing program for the economical and efficient management of the entity's records as provided by DARSMGR and GRAMA. Additionally, the CAO is mandated to create and maintain documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the entity. This documentation must be designed to furnish information that protects the legal and financial rights of persons directly affected by the entity's activities. Thus, an entity's designated CAO is primarily responsible for creating and maintaining the policies and procedures associated with the privacy practices identified in this Framework.

### **Records Officer Appointment (ARO) (63A-12-103)**

Entity CAOs are required to appoint one or more records officers responsible for ensuring the care, maintenance, scheduling, disposal, classification, designation, access, and preservation of records. A records officer is responsible for following policies and procedures created by the CAO, including those associated with the privacy practices identified in this Framework. The name(s) of a governmental entity's records officer(s) must be reported to Archives.