

EMIGRATION CANYON

ORDINANCE NO. 2026-O-04

DATE: April 21, 2026

AN ORDINANCE ENACTING TITLE 2 – ADMINISTRATION AND PERSONNEL, CHAPTER 4 – RECORDS MANAGEMENT, DIRECTING GOVERNMENT RECORDS REQUESTS TO THE GREATER SALT LAKE MUNICIPAL SERVICE DISTRICT AND ESTABLISHING PROCEDURES AND AUTHORITY FOR HANDLING SUCH REQUESTS

WHEREAS, the Council desires to establish a clear, uniform process for receiving, managing responding to government records requests directed to Emigration Canyon; and

WHEREAS, the Council finds it necessary and efficient to designate the Greater Salt Lake Municipal Service District (“MSD”) as the primary point of intake and processing for such records requests, while preserving Emigration Canyon’s legal custody of its records and compliance with applicable laws and regulations; and

WHEREAS, the Council met in regular session on April 21, 2026, to consider adoption of this ordinance; and

WHEREAS, the Council desires to take actions which promote efficiency and transparency of Emigration Canyon’s governance through improved records administration.

NOW THEREFORE, BE IT ORDAINED BY THE EMIGRATION CANYON CITY COUNCIL AS FOLLOWS:

Section I. Enactment. Emigration Canyon Code, Title 2 - ADMINISTRATION AND PERSONNEL, Chapter 4 – RECORDS MANAGEMENT, which is published as a code in book form, is adopted in accordance with this ordinance, copies of which have been filed for use and examination in the Office of the City Recorder as follows:

CHAPTER 4 RECORDS MANAGEMENT

4.1 Adoption; Purpose; Scope

4.1.1 Adoption. Emigration Canyon Code, Title 2 – Administration and Personnel, Chapter 2 – Records Management, is adopted as set forth herein (the “Records Ordinance”).

4.1.2 Purpose. The purpose of this Records Ordinance is to direct government records requests to the Greater Salt Lake Municipal District, define the authority and responsibilities for intake and processing of records requests, and ensure compliance with all applicable laws and regulations governing access to government records.

4.1.3 Scope. This Records Ordinance applies to all requests for records in the possession of Emigration Canyon, including requests submitted by members of the public, other governmental entities, and parties entitled to records under applicable laws and regulations.

4.2 Definitions

- 4.2.1 “District” means the Greater Salt Lake Municipal Service District.
- 4.2.2 “Records Officer” means the individual designated by Emigration Canyon to fulfill duties under applicable records laws and regulations, including but not limited to receiving, reviewing, classifying, and responding to records requests.
- 4.2.3 “City” means Emigration Canyon.
- 4.2.4 “Record” and “Records Request” shall have the meanings assigned under applicable state and local records laws and regulations.
- 4.2.5 “Requester” means any person or entity submitting a Records Request to the City.

4.3 Designation of Intake Authority; Point of Contact

- 4.3.1 Designation. The District is hereby designated as the City’s centralized intake and processing service for all Records Requests to the City, subject to the terms of this Records Ordinance.
- 4.3.2 Point of Contact. The District shall serve as the public-facing point of contact for submission of Records Requests directed to the City and shall make available submission channels, including mailing address, email address, and online portal URL, as may be updated from time to time.
- 4.3.3 Custody of Records. The designation in Section 3.1 does not transfer legal ownership or custody of City records to the District; City records remain City property, and any disclosure is made on behalf of the City by and through the City’s Records Officer.

4.4 Roles and Responsibilities

4.4.1 District Responsibilities.

- 4.1.1 Intake; Logging. The District shall receive, date-stamp, and log each Records Request and promptly provide an electronic copy of the logged request to the City’s Records Officer.
- 4.1.2 Acknowledgment. The District shall issue receipt or acknowledgment of each Records Request to the Requester on behalf of the City.
- 4.1.3 Coordination. The District shall coordinate with the City’s departments, officers, contractors, and agents to identify, collect, and transmit potentially responsive records to the City’s Records Officer for review. The District shall notify the Mayor and City Attorney of all requests and coordinate the response to the request.
- 4.1.4 Communication. At the direction of the City’s Records Officer, the District may communicate with Requesters to clarify scope, discuss fees or timeframes, and transmit notices and determinations.

4.1.5 Security. The District shall maintain reasonable administrative, technical, and physical safeguards to protect records and any confidential information received from the City.

4.4.2 City Responsibilities

4.2.1 Records Officer. The City designates the City Recorder as the Records Officer, who retains authority to classify records, make determinations on access, and approve or deny disclosure.

4.2.2 Legal Review. The Records Officer shall consult with the City Attorney prior to issuing determinations.

4.2.3 Final Determinations. Only the Records Officer, or a duly authorized designee, may issue final determinations regarding access, redaction, denial, fee assessments, and time extensions.

4.2.4 Appeals. The City shall manage appeals of Records Officer determinations in accordance with applicable laws and regulations and shall provide the District with instructions for any related administrative processing.

4.2.5 Retention. The City remains responsible for records retention, archival, and disposition in accordance with adopted retention schedules and applicable laws and regulations.

4.5 Procedures for Handling Records Requests

4.5.1 Submission. Requesters shall submit Records Requests to the District via any published submission channel. The District shall accept requests in writing, including electronic submissions, and shall assist Requesters in reasonably describing the records sought.

4.5.2 Processing; Timeframes. Upon receipt, the District shall promptly notify the Mayor and City Attorney, and commence coordination to locate records. These individuals shall oversee compliance with statutory response deadlines and may direct the District to issue appropriate notices concerning timeframes, unusual circumstances, or extensions as permitted by applicable laws and regulations.

4.5.3 Search; Collection. The District shall coordinate with City departments to conduct reasonable searches and collect potentially responsive records in the requested format where reasonably available, subject to reasonable limitations and fees authorized by applicable laws and regulations.

4.5.4 Review; Redaction. The Records Officer shall review collected records for responsiveness, classification, and necessary redactions before any disclosure, and may direct the District to apply redactions and prepare records for release.

4.5.5 Determinations; Notices. The Records Officer shall direct the District to transmit determination letters, fee notices, redaction explanations, partial or full denials, and right-to-appeal information as required by applicable laws and regulations.

4.5.6 Fees. The City may assess fees authorized by applicable laws and regulations for searching, retrieving, compiling, and providing copies of records. The District may collect such fees on the City's behalf and shall account for such collections.

4.5.7 Confidentiality; Privilege. Nothing in this Records Ordinance waives any applicable confidentiality, privilege, trade secret protection, or exemption from disclosure.

4.6 Compliance with Laws and Regulations

4.6.1 The City and the District shall administer Records Requests in compliance with all applicable state and local laws and regulations governing access to government records, records classification, privacy, confidentiality, retention, fees, and appeals.

4.6.2 Conflicts. If any provision of this Records Ordinance conflicts with Utah laws or regulations, Utah laws or regulations shall control to the extent of the conflict.

Section II. Savings Clause. In the event one or more of the provisions of this Community Clean Energy Program Ordinance shall, for any reason, be held to be unenforceable or invalid in any respect under applicable laws, such unenforceability or invalidity shall not affect any other provision; and in such an event, this Community Clean Energy Program Ordinance shall be construed as if such unenforceable or invalid provision had never been contained herein.

Section III. Effective Date. This Ordinance shall take effect immediately upon the date of its first publication.

[Execution on Following Page]

ADOPTED AND APPROVED at a duly called meeting of the Emigration Canyon Council on this 21st day of April 2026.

EMIGRATION CANYON


By: David Brems, Mayor

ATTEST:


Diana Baun, City Recorder

Voting:

Mayor Brems	voting <u>aye</u>
Council Member Hawkes	voting <u>aye</u>
Council Member Harris	voting <u>aye</u>
Council Member Pinon	voting <u>aye</u>
Council Member Griffith	voting <u>aye</u>

(Complete as Applicable)

Date ordinance summary was published on the Utah Public Notice Website per Utah Code §10-3-711: April 23, 2026

Effective date of ordinance: April 23, 2026

SUMMARY OF
EMIGRATION CANYON CITY
ORDINANCE NO. 2026-0-04

On April 21, 2026 the Emigration Canyon Council enacted Ordinance No. 2026-0-04, An Ordinance Enacting Title 2 - Administration and Personnel, Chapter 4 - Records Management, Directing Government Records Requests to the Greater Salt Lake Municipal Services District and Establishing Procedures and Authority for Handling Such Requests.


By: David Brems, Mayor

ATTEST


Diana Baun, Recorder

Voting:

Mayor Brems	voting <u>aye</u>
Council Member Hawkes	voting <u>aye</u>
Council Member Griffith	voting <u>aye</u>
Council Member Harris	voting <u>aye</u>
Council Member Pinon	voting <u>aye</u>

A complete copy of Ordinance No. 2026-0-04 is available in the office of the Emigration Canyon Recorder, 860 Levoy Drive, Suite 300 Taylorsville, UT 84123.