

RESOLUTION NO. 2026-12

A RESOLUTION AMENDING RETENTION SCHEDULES FOR LAKE POINT RECORDS

WHEREAS Lake Point, pursuant to the Utah Government Records Access and Management Act (“Act”), has adopted ordinances and regulations regarding the management, keeping, and retention of city records, including Ordinance No. 2022-05 (“Ordinance”);

WHEREAS Lake Point is authorized and required pursuant to said Act and said Ordinance to adopt retention schedules by resolution which do not conflict with the Ordinance to govern the retention and destruction of government records;

WHEREAS, Lake Point previously adopted a retention schedule under Resolution 2023-08 on March 15, 2023, and now desires to update the retention schedule;

NOW, THEREFORE, BE IT RESOLVED by the Lake Point City Council as follows:

Section 1. Resolution 2023-08, adopted March 15, 2023, is hereby repealed and of no further force and effect. This Resolution replaces all substantive matters covered by Resolution 2023-08.

Section 2. The Lake Point City Council hereby adopts the General Retention Schedules for government records promulgated by the Utah State Archivist. Lake Point City shall manage, preserve, retain, reproduce, and dispose of government records in accordance with those schedules, the Government Records Access and Management Act, and the administrative provisions established by this Resolution

Section 3. All Lake Point government records shall be kept, retained, and destroyed pursuant to the schedules adopted herein, the Act, and the Resolution.

Section 4. Electronic Records

a. The Lake Point City Council recognizes that electronic records are an efficient and reliable means of preserving government records. Accordingly, notwithstanding any provision of the Utah State General Retention Schedules adopted by this Resolution, Lake Point City may maintain non-permanent government records in electronic format in lieu of retaining the original paper record, provided that:

- i. The electronic record is an accurate, complete, and legible reproduction of the original record.
- ii. The electronic record is maintained in a manner that preserves its authenticity, integrity, accessibility, and readability throughout the applicable retention period.
- iii. The Records Officer, or the Records Officer's designee, shall verify that the electronic record is complete, accurate, and readable prior to authorizing disposal of the original paper record.

- iv. Once the electronic record has been verified in accordance with this Section, the original paper record may be disposed of unless:
 - 1. the record is designated as permanent under the applicable retention schedule;
 - 2. state or federal law specifically requires retention of the original paper record;
 - 3. the original record possesses independent legal, historical, evidentiary, or archival value that cannot be adequately preserved through electronic reproduction; or
 - 4. the Records Officer determines that retention of the original paper record is necessary to protect the interests of Lake Point City.
- v. Examples of records that may be retained electronically include, but are not limited to, receipts, invoices, payment records, routine correspondence, applications, permits, licenses, supporting financial documentation, and other non-permanent administrative records.
- vi. Nothing in this Section shall authorize the destruction of records prior to expiration of the applicable retention period established by the Utah State General Retention Schedules or other applicable law.

Section 5. The Lake Point Records Officer shall submit this Resolution within 30 days of its effective date to the Utah State Archives in accordance with Utah Code § 63G-2-701(e) and (g).

Section 6. Severability: If a court of competent jurisdiction determines that any part of this resolution is unconstitutional or invalid, then such portion of this resolution, or specific application of this resolution, shall be severed from the remainder, which shall continue in full force and effect.

Section 7. Direction: The chair and staff, including the city attorney, are authorized and directed to take such steps as may be needed: (a) for this resolution to become effective following city policy; and (b), including but not limited to making non-substantive edits to correct any scrivener's, formatting, and numbering errors.

Section 8. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED on the 8th day of July, 2026

Lake Point

By Kirk Pearson
Chair

ATTEST:

[Signature]
City Recorder



SEAL

Voting:

Kirk Pearson
Kirk Trimble
Lori Chigbrow
Kathleen VonHatten
Ryan Zumwalt

Yea X Nay___ Absent___
Yea X Nay___ Absent___
Yea X Nay___ Absent___
Yea X Nay___ Absent___
Yea X Nay___ Absent___