# Open Records Portal Update

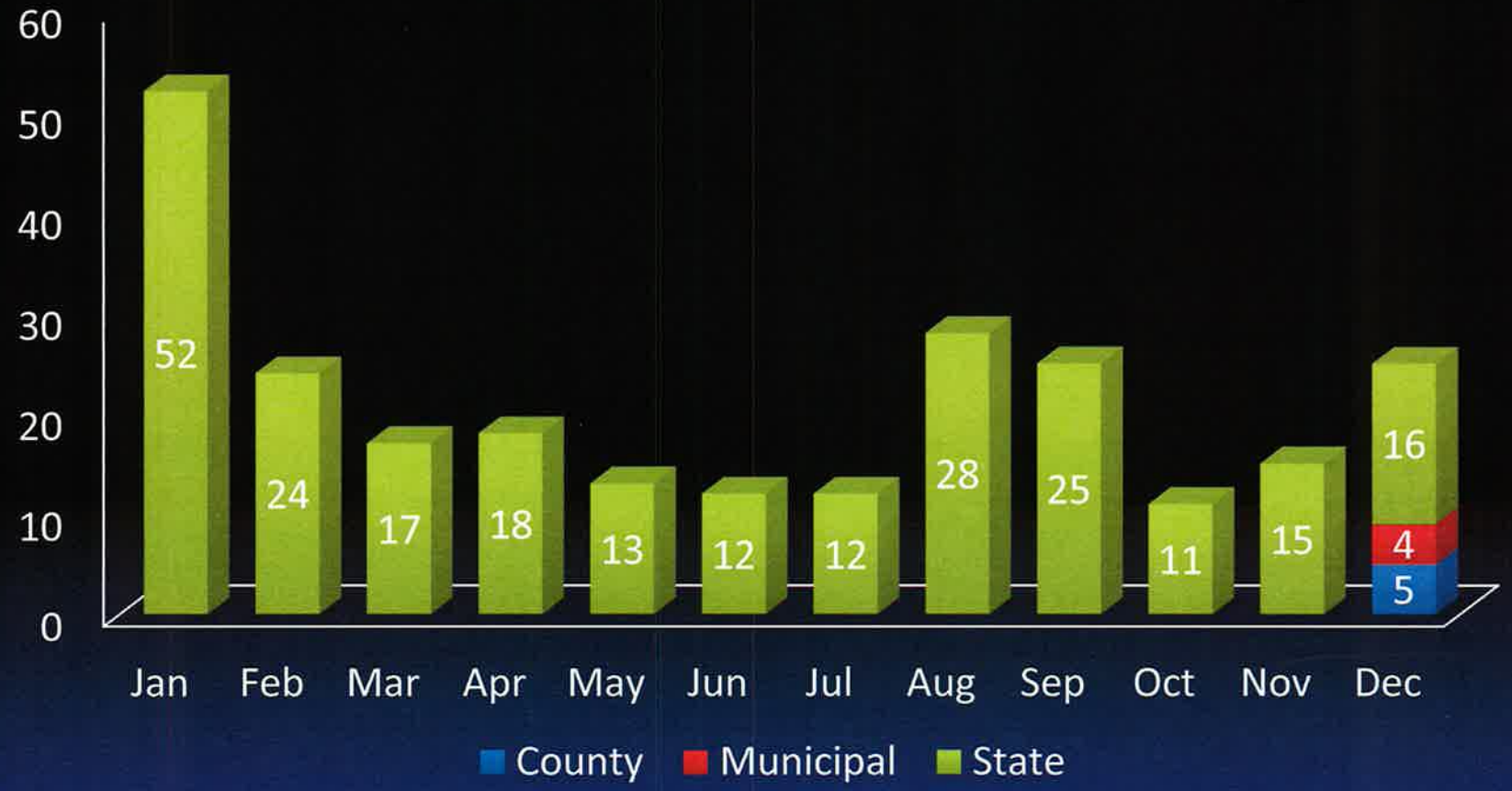
Renée Wilson, Utah State Archives

January 2016

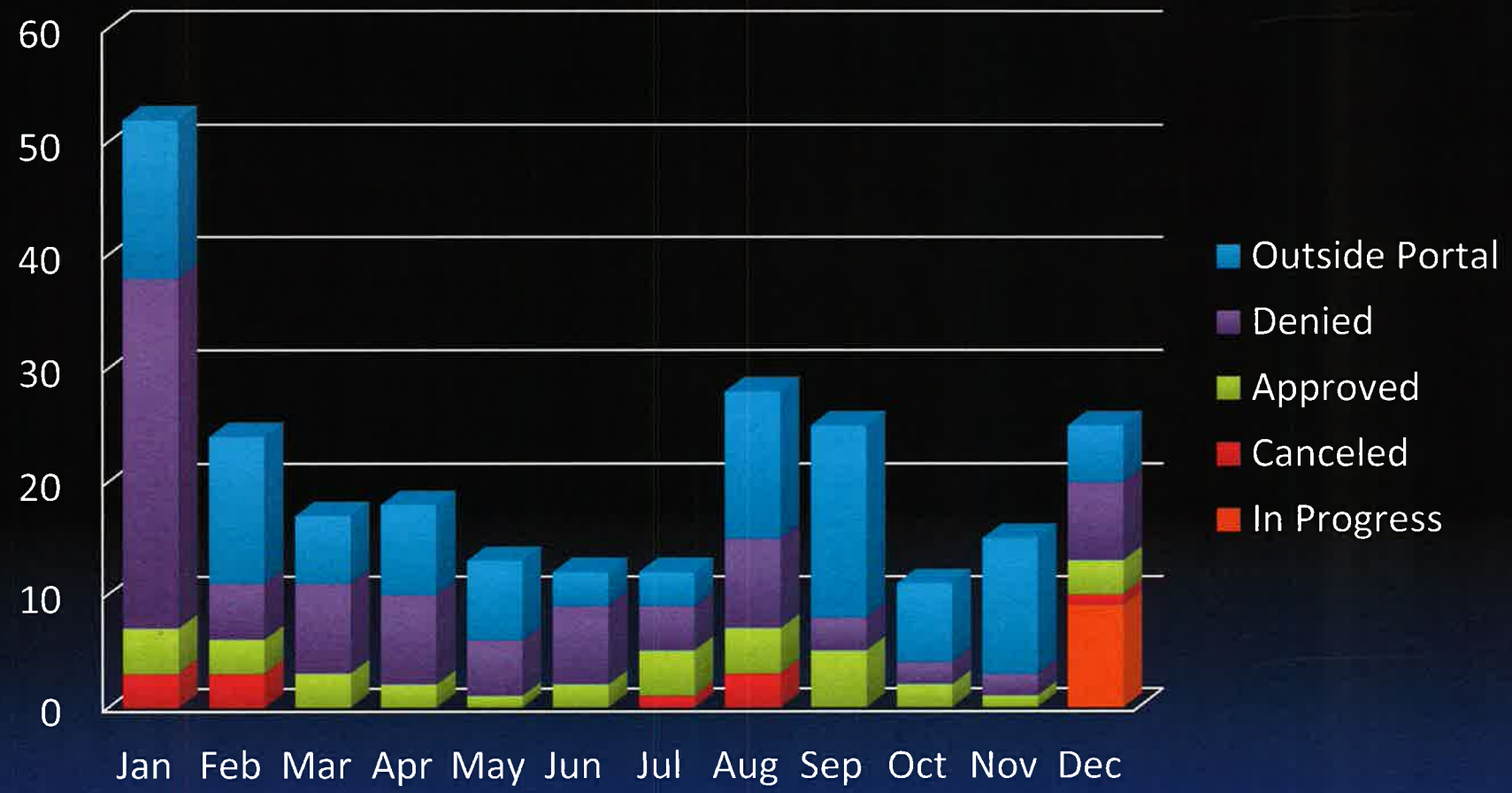
# 2015 Statistics

# 2015 Requests by Agency Type

252 Total

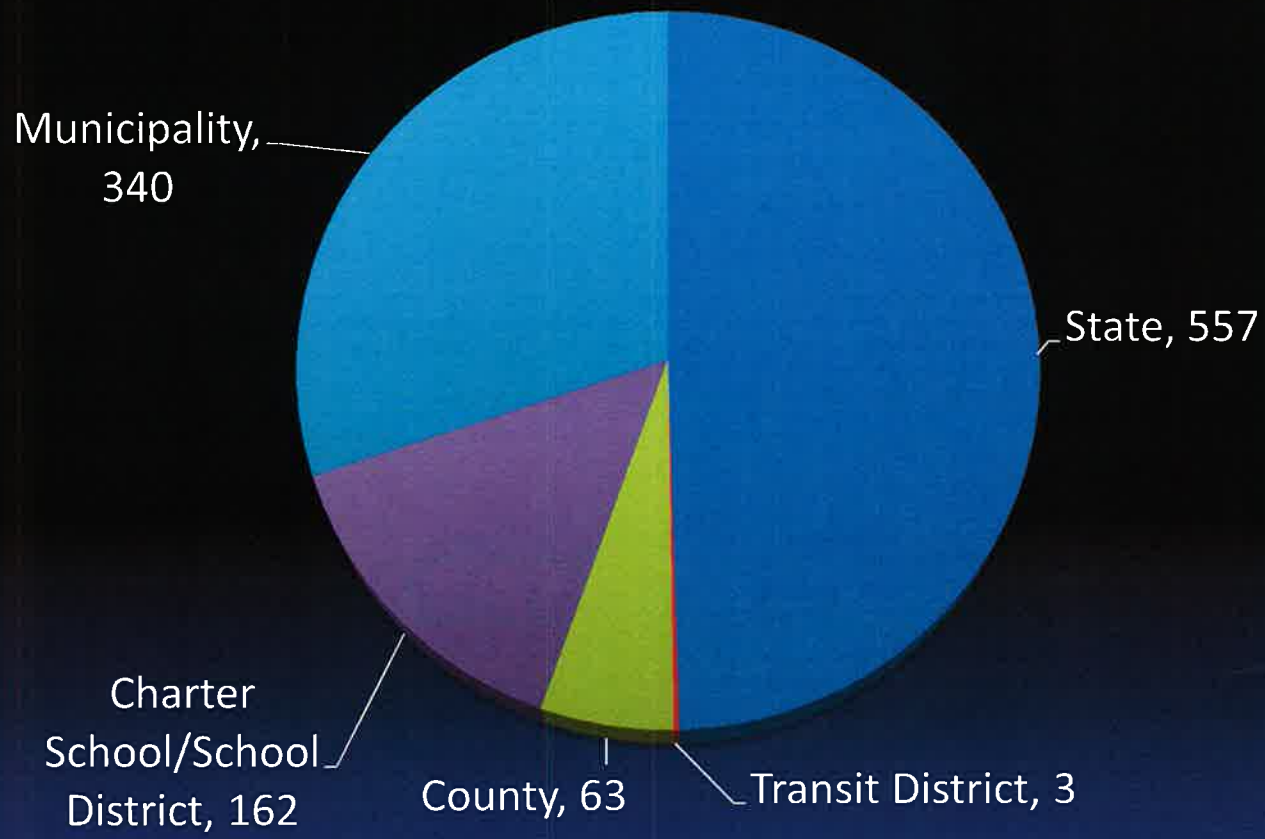


# 2015 Requests by Status



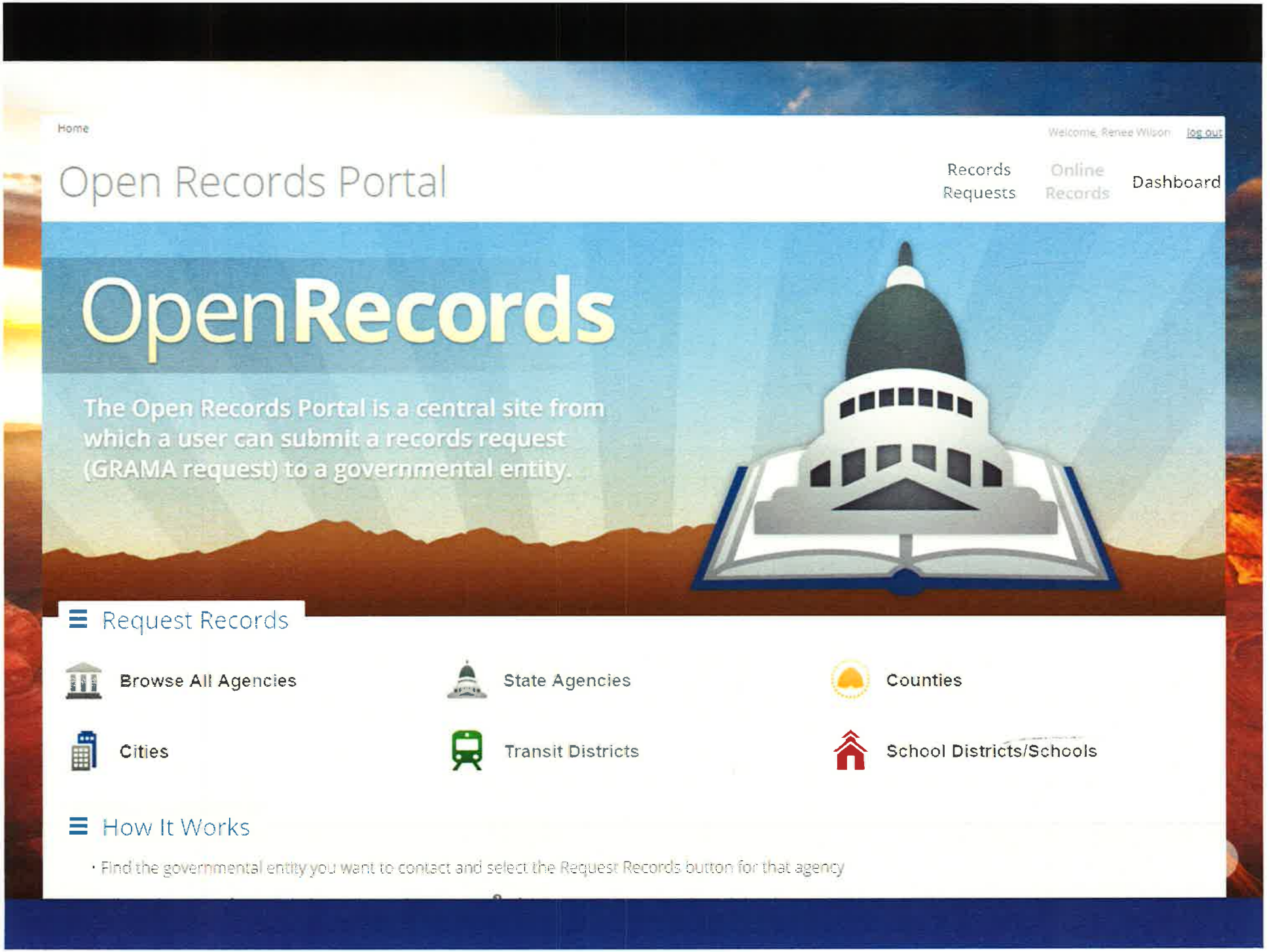
# New for 2016

# 1,125 Agencies on the Portal



# Local Agencies

- Went live December 16th
- 9 requests in December, 2 in January so far
- Trainings scheduled January – March
  - online and in person
  - all over the state
- Generally positive response


Home
Welcome, Renee Wilson log out
Open Records Portal
Records Requests
Online Records
Dashboard
OpenRecords
The Open Records Portal is a central site from which a user can submit a records request (GRAMA request) to a governmental entity.
Request Records
Browse All Agencies
State Agencies
Counties
Cities
Transit Districts
School Districts/Schools
How It Works
• Find the governmental entity you want to contact and select the Request Records button for that agency

# Online Records

# Online Records Challenge #1

- Records on Agency Websites
  - Often temporary
  - URLs change
  - Unrealistic to expect records officers to maintain a list
  - Too numerous for Archives to keep track of

# Online Records Solution #1

- Solution: Will include links to agency websites
- Status: Completed and ongoing

[redacted]

Provo (3)
Taylorsville (4)
More...

Date Created

1850s (1)
1880s (1)
1890s (10)
1900s (6)
1910s (3)
More...

Capitol Preservation Board ↓ Request Records

Career Service Review Office ↓ Request Records

[−] Department of Administrative Services ↑ Request Records

**Department of Administrative Services**

http://das.utah.gov/

**Records Officer:** Marilee Richins
801-538-3215
3120 State Office Building
450 North State Street
Salt Lake City, UT 84114

Online Records
Records Series (State Archives)

P.O. Box 141002 3120 State Office Building
Salt Lake City, Utah 84114-1002

Division of Administrative Rules ↓ Request Records

[+] Division of Archives and Records Service ↓ Request Records

[+] Division of Facilities Construction and Management ↓ Request Records

[+] Division of Finance ↓ Request Records

[redacted]

# Online Records Challenge #2

- Links must be maintained
  - What records are they for?
  - Which agency?
  - What if they change?
  - Are they permanent records?
  - etc.

# Online Records Solution #2a

- Integrate URLs into our system
  - Records Officers manage records in groups called series (types of records)
  - Each series reported to the Archives receives an Archives series number
  - URLs can be added to the Archives series number

# Online Records Solution #2a

- Integrate URLs with our system
  - Once added to an Archives series, each URL will have:
    - records metadata (title, dates, etc.)
    - agency association
    - retention status (permanent, temporary)
  - Then we can:
    - Ingest permanent records for permanent online access
    - Provide advanced search and browse features for the public

# Online Records Solution #2a

- Integrate URLs with our system
- Status: Started—Local Ordinances
  - 96 URLs connected
    - available online right now
  - 70 Archives series with no URL
    - not every agency has ordinances online
  - 122 agencies with no Archives series
    - requires one-on-one consultation with each agency

340 results

Sort: by Relevance

Alpine (Utah) ↓ Request Records

[–] Alta (Utah) ↑ Request Records

**Alta (Utah)**

http://www.townofalta.com

**Records Officer:** Katherine Black
801-363-5105
PO Box 8016
Alta, UT 84092

Online Records

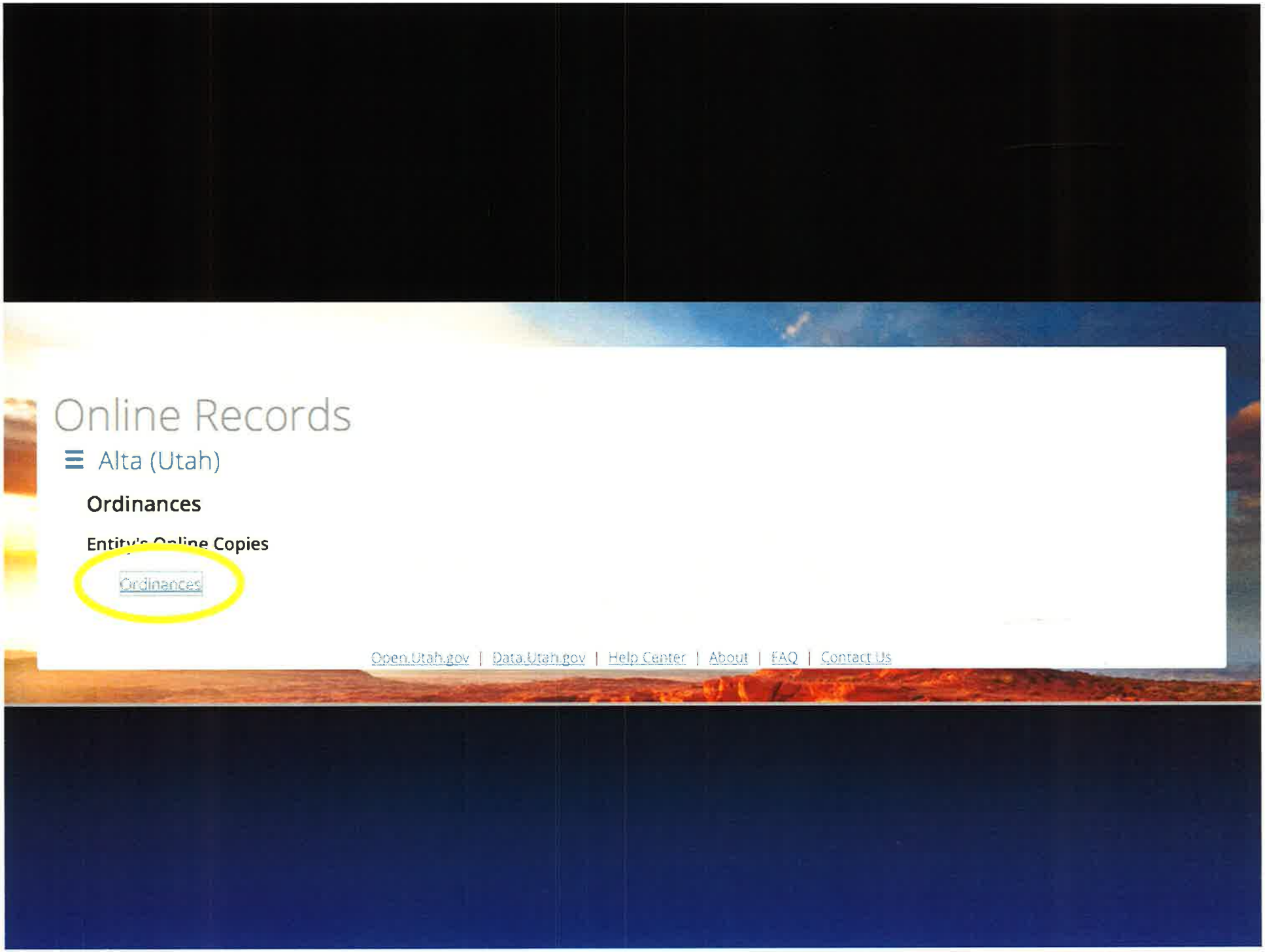
Records Series (State Archives)

PO Box 8016
Alta, Utah 84092

Alta Marshal's Office ↓ Request Records

Altamont (Utah) ↓ Request Records

Alton (Utah) ↓ Request Records


Online Records
Alta (Utah)
Ordinances
Entity's Online Copies
Ordinances
Open.Utah.gov | Data.Utah.gov | Help Center | About | FAQ | Contact Us

www.sterlingcodifiers.com/codebook/index.php?book_id=867

STERLING CODIFIERS

HOME

TOC | Results | Adv Search

- Alta, Utah: Town Code
- PREFACE
- ADOPTING ORDINANCE
- Title 1 - ADMINISTRATION
- Title 2 - BOARDS AND COMMISSIO
- Title 3 - BUSINESS AND LICENSE R
- Title 4 - HEALTH AND SANITATION
- Title 5 - PUBLIC SAFETY
- Title 6 - VEHICLES, PARKING AND T
- Title 7 - PUBLIC WAYS AND PROPE
- Title 8 - UTILITIES
- Title 9 - BUILDING CODES AND CO
- Title 10 - LAND USE REGULATIONS
- Title 11 - FLOOD DAMAGE PREVEN

-A +A View Another Utah Code [No Title] SEARCH CODES SEARCH

Please contact the municipality for questions regarding regulations.
Alta, UT webpage / (801)-742-3522

# Alta, Utah
# Town Code

This code was last updated by ordinance 2011-O-1 passed August 28, 2015.

**Disclaimer:**
The formatting and pagination of this web version of the code may vary from the official hard copy of the code. This web version of the code is provided for informational purposes only and may not reflect all of, or the most current, legislation that has been passed. Prior to any action being taken, please consult the clerk for any ordinances that have been enacted that are not contained in this web version. In case of any discrepancy between this web version and the official ordinances, the ordinances prevail.

**Note:** The document for folder entries ( ) in the table of contents (TOC) may not have any text under the heading. To view a text document ( ) click on the folder in the TOC to reveal the documents within the folder. This process may be repeated until you locate the document you wish to view.

# Online Records Solution #2b

- Allow records officers to maintain their own records via Dashboard
  - Robust records management features
  - Allows records officers to:
    - Report new series to Archives
    - Upload records
    - Identify records online
    - Interface with Archives: certify as records officer, sign up for training, etc.

# Online Records Solution #2b

- Allow records officers to maintain their own records via Dashboard
- Status: Started
  - Requires substantial time and funding

# Future Issues to Address

- Interlocal agencies
  - Includes some law enforcement, fire, healthcare, reclamation, insurance, transit
  - Not currently included in 63A-3-403(11)

# Questions?

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  - 801-531-3842
  - 346 South Rio Grande St.
    Salt Lake City, UT 84101