

# GRS Update Proposal 2209

## County officials register (GRS-254) (Updates in MAGENTA)

### Title

County officials register (GRS-254)

### Description

This register contains a listing of all elected and appointed county officials. It is used for reference purposes. It includes the name of the elected or appointed official, residence, office, date of election or appointment, beginning and ending term dates, amount of bond posted, name of sureties, and remarks (usually date of resignation or date of death).

### Retention and Disposition

Permanent. Retain for 1 year. Records may be transferred to the archives.

## GENERALIZED SCHEDULE:

### Title

Elected or appointed officials register (GRS-254)

### Description

These are complete registers or lists of elected and/or appointed officials of government entities. They are used for reference purposes within the entity. They may include the name of the official, residence, office, date of election or appointment, beginning and ending term dates, amount of bond posted, name of sureties, remarks, and date of resignation or date of death.

### Retention and Disposition

Permanent. Retain for 1 year. Records may be transferred to the archives.

## Explanation for update

We are proposing that this schedule be generalized for any government entity that may have these records. The original schedule is county-specific, and we have received a register that pertains to city officials, which leads us to believe that other agencies may have similar records. We determined it would be helpful if a schedule applied to any agency with a register of some kind.

## Feedback

### #1

Hello,

We were wondering if "residence" should be removed from the document. If such a register would be subject to GRAMA then we would have to redact the residence address (and hopefully it wouldn't be overlooked to redact). If these registers are only meant to be for internal entity use then it wouldn't be an issue. We wanted to bring this up in light of past events of protests at residential addresses.

Thank you.

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Sharon Steigerwalt  
Division of Integrated Healthcare  
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Hi Sharon,

Thanks for pointing this out. I think your suggestion is a good one. We'll review internally and likely be more general about what information \*may\* be included in such lists.

Thank you,

Hi Sharon,

You're correct that GRAMA would apply to non-public information in the case of a records request.

The purpose of a general retention schedule is to provide guidelines for retention. Descriptions often list information that may be included. Because residential information is often included in registers of public service, we see no reason to remove it. GRAMA is the mechanism that ensures non-public information is treated as such.

Thank you for your feedback, and sorry for my late response.

## #2

Hi Matt,

We have a couple of questions about this proposal. Who counts as an appointed official of a government entity? Would it just be our commissioner because he's appointed by the Governor? Would it be members of staff the commissioner appoints (if any)? Would it be members of our boards and commissions that the commissioner appoints?

One of our boards is the Bail Bond Oversight Board. I don't think any of them would like to have their residences publicly available, since they deal with potential criminals on a daily basis.

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Hi Steve,

I brought up your question in our appraisal meeting and the general consensus was that yes, anyone who is appointed could potentially be included, but that more importantly, the schedule does not dictate that you *should* be keeping these records, rather it provides a guideline for agencies who have kept or are keeping these records.

Does this help with your question?

Sorry for my late reply.

Thank you,