

Retention Schedule #30510: Operator data

For submission to the Records Management Committee, 24 April 2023

Agency: Division of Fleet Operations(Department of Government Operations)

Records officer: Lisa Brown

Archives RIM specialist: Renée Wilson

Proposed Schedule (link):

https://axaearchives.utah.gov/cgi-bin/appxretcget.cgi?WEBINPUT_RUNWHAT=HTML_1SERIES&WEBINPUT_BIBLGRPC_RID=30510&A=B

Explanation of Records

The Division of Fleet Operations maintains information associated with State employees who drive State vehicles.

GRAMA Privacy Requirements

The Government Records Access and Management Act (GRAMA) has recently been updated with requirements for agencies in regards to private and controlled data. Here's a broad paraphrase:

[Utah Code 63G-2-601](#)

- (1) Government entities must **file a statement w/the State Archivist** explaining why private & controlled data are collected and used.
- (2) Government entities have to give notice of the following to people whose data they are collecting:
 - why the entity is asking for it,
 - what it will be used for,
 - consequences of not providing that data, and
 - who else has access to the data.
- (3) Government entities also have to provide all that information "upon request."
- (4) Government entities can use private & controlled data only for the purposes which they stated.