

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 2 <i>UFA Administration</i>	Section 4 <i>Records Management</i>

Relevant Information: As a governmental entity, the UFA is subject to the records management requirements of the Utah Records Management Act, Utah Code § 63A-12-100, et. seq., the Utah Governmental Access and Management Act, Utah Code § 63G-2-101, other record retention requirements under federal law, such as the Health Insurance Portability and Accountability Act, 42 U.S.C. 1320d, et. seq. There are also established best practices for the maintenance and retention of records to best facilitate the access and production of documents as necessary.

Policy Statement: It is the policy of the Board that the UFA will comply with the requirements of state and federal law for the maintenance, security, access, production and retention of governmental records and subject to an adopted retention schedule.