

# Retention and Classification Report

**Agency:** Department of Government Operations. Office of Data Privacy. (5180)

**Records Officer:** \_\_\_\_\_

31069 Data privacy complaint files  
31136 Website scanning requests

**AGENCY:** Department of Government Operations. Office of Data Privacy.

**SERIES:** 31069

3

**TITLE:** Data privacy complaint files

**DATES:** 2024-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These records are related to data privacy complaints submitted to the Data Privacy Ombudsperson. See Utah Code Section 63A-19-501. These records include: the name of the individual who submitted the complaint and the contact information for the complainant; the information described in the complaint and any documentation submitted with the complaint; notes describing the Data Privacy Ombudsperson's efforts to mediate the data privacy dispute; and any correspondence between the Data Privacy Ombudsperson and the individual who submitted the complaint or the governmental entity which is the subject of the complaint.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the Records Management Committee.

**APPROVED:** 01/2025

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 5 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Government Operations. Office of Data Privacy.

**SERIES:** 31069

**TITLE:** Data privacy complaint files

(continued)

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-301

**SECONDARY DESIGNATION(S):**

Private.                      Utah Code 63G-2-302(1)(b) and (2)(b,d)

Protected.                      Utah Code 63G-2-305(10)(d), (11), and (51)

**AGENCY:** Department of Government Operations. Office of Data Privacy.

**SERIES:** 31136

3

**TITLE:** Website scanning requests

**DATES:** 2025-

**ARRANGEMENT:** Chronological by date of request.

**DESCRIPTION:**

The Office of Data Privacy (ODP) collects the following personal information when someone requests a website assessment using the Observe Point tool, made available by the Office of Data Privacy. In order to process a website scan request, ODP will collect the following information via a Google Form: . Name Email Address Organization (Utah Governmental Entity Name) Provided lists of websites to include in the web scan . Purpose of Collecting Requesters' Information: ODP uses the information requesters provide for the following purposes: To respond to inquiries or requests of website scans of requesters' public-facing government websites. To communicate with requesters regarding these requested services.

**RETENTION:**

Retain until superseded or until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

**AUTHORIZED:** 02-19-2019

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until superseded or until final action and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Government Operations. Office of Data Privacy.

**SERIES:** 31136

**TITLE:** Website scanning requests

(continued)

**PRIMARY DESIGNATION:**

Public

Utah Code 63G-2-201(2) (2023)