R2025-18 A Resolution Of Fairfield Town Council Of Fairfield, Utah, Appointing A Chief Administrative Officer And Records Officer(S) In Compliance With The Government Data Privacy Act (Gdpa)   Date October 15, 2025

WHEREAS, Utah law, under the Government Data Privacy Act (GDPA), requires each state agency to implement a privacy program – including designation of a Chief Administrative Officer (CAO) and appointment of Records Officer(s); and

WHEREAS, the Utah Office of Data Privacy's Privacy Program Framework provides guidance requiring specification of who is responsible for privacy program implementation; and

WHEREAS, GDPA mandates that each agency designates a CAO responsible for establishing and maintaining the agency's privacy and records management program; and

WHEREAS, The act also requires that the CAO appoint one or more Records Officers who will ensure the care, maintenance, classification, retention, access, and preservation of records in alignment with CAO-established policies;
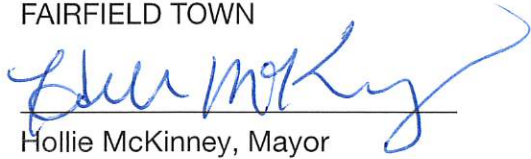
NOW, THEREFORE, BE IT RESOLVED BY THE CITY/TOWN COUNCIL OF XXXXX, UTAH, AS FOLLOWS:

1.   **Designation of Chief Administrative Officer (CAO).** Hollie McKinney, Mayor, is hereby designated as the CAO for Fairfield Town. The CAO shall establish, manage, and maintain an ongoing privacy and records management program consistent with Utah law and the Privacy Program Framework.

2.   **Appointment of Records Officer(s).** The CAO shall appoint the following Records Officer(s). Stephanie Shelley, Recorder/Clerk, and Codi Butterfield, Treasurer. Records Officer(s) will implement and maintain privacy and records practices as detailed in the agency's privacy program and framework guidance.

3.   **Roles and Responsibilities.**
     - CAO Responsibilities: Develop and maintain formal privacy and records policies and procedures. Oversee their effective implementation throughout the agency. Report the CAO designation to the Division of Archives and Records Service (DARS), consistent with statute.
     - Records Officer Responsibilities: Manage care, maintenance, scheduling, classification, retention, disposal, access, and preservation of records. Execute all records and privacy policies established by the CAO.

4. **Effective Date.** This resolution shall take effect immediately upon passage and adoption.
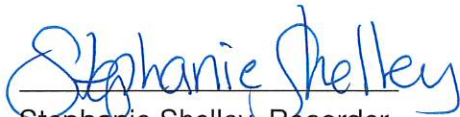
Passed and Adopted this **15th day of October 2025.**

FAIRFIELD TOWN

Hollie McKinney, Mayor

RL Panek	yes _RL_ no _____	abstain _____
Tyler Thomas	yes _____ no _－_	abstain _－_
Michael Weber	yes _MW_ no _____	abstain _____
Richard Cameron	yes _RC_ no _____	abstain _____

Stephanie Shelley, Recorder
Fairfield Town

(SEAL)

FAIRFIELD TOWN

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield Town, Utah, do hereby certify and declare that the above and foregoing is a true, full and correct copy of an ordinance passed by the Town Council of Fairfield Town, Utah, on the **15th day of October 2025.**

Resolution R2025-18 A Resolution Of Fairfield Town Council Of Fairfield, Utah, Appointing A Chief Administrative Officer And Records Officer(S) In Compliance With The Government Data Privacy Act (Gdpa)

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield Town, Utah, this **15th day of October 2025**

Stephanie Shelley ,
Stephanie Shelley
Fairfield Town Recorder/Clerk

(SEAL)