



## Designate a Chief Administrative Officer Framework Practice 1

Agencies are required to designate one or more CAOs. Agencies are also asked to report the designation to Archives. The CAO of each state agency is mandated to establish and maintain an active, continuing program for the economical and efficient management of the governmental entity's records as provided by DARS and GRAMA. Additionally, the CAO is responsible for creating and maintaining adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency designed to furnish information to protect the legal and financial rights of persons directly affected by the agency's activities. An agency's designated CAO is primarily responsible for the creation and maintenance of policies and procedures associated with the privacy practices identified in this Plan.



CAO  
Overview



CAO  
Responsibilities



How many do  
you need?



Factors to  
Consider



Communicate  
Designations



Training &  
Resources

Contact Us: [privacy@utah.gov](mailto:privacy@utah.gov)



## Designate a Chief Administrative Officer Framework Practice 1

Agencies are required to designate one or more CAOs. Agencies are also asked to report the designation to Archives. The CAO of each state agency is mandated to establish and maintain an active, continuing program for the economical and efficient management of the governmental entity's records as provided by DARS and GRAMA. Additionally, the CAO is responsible for creating and maintaining adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency designed to furnish information to protect the legal and financial rights of persons directly affected by the agency's activities. An agency's designated CAO is primarily responsible for the creation and maintenance of policies and procedures associated with the privacy practices identified in this Plan.



CAO  
Overview



CAO  
Responsibilities



How many do  
you need?



Factors to  
Consider



Communicate  
Designations



Training &  
Resources

Contact Us: [privacy@utah.gov](mailto:privacy@utah.gov)