



Utah Department of
**Government
Operations**
Office of Data Privacy

Designating a Chief Administrative Officer

Privacy Framework Practice 1



Overview



Responsibilities



Number of CAOs



Considerations



Internal
Communication



Training and
Resources

More Information



privacy@utah.gov



privacy.utah.gov

Required to Designate a CAO

Governmental Entities are required to designate one or more CAOs. Entities are also asked to report the designation to Archives. The CAO of each entity 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.

Additional Responsibilities

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 governmental entity designed to furnish information to protect the legal and financial rights of persons directly affected by the entity's activities. An entity's designated CAO is primarily responsible for the creation and maintenance of policies and procedures associated with the privacy practices identified in this Plan.