

INTERLAKEN TOWN, UTAH
APPOINTMENT OF GDPA OFFICERS RESOLUTION
OCTOBER 8, 2025

RESOLUTION NO. 2025-10-08

**A RESOLUTION OF THE TOWN COUNCIL OF INTERLAKEN, UTAH, APPOINTING
A CHIEF ADMINISTRATIVE OFFICER AND RECORDS OFFICER IN
COMPLIANCE WITH THE GOVERNMENT DATA PRIVACY ACT (GDPA)**

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; 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 TOWN COUNCIL OF INTERLAKEN,
UTAH, AS FOLLOWS:

- 1. Designation of Chief Administrative Officer (CAO).** Gregory Harrigan, Town Mayor is hereby designated as the CAO for Interlaken 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.** The CAO shall appoint the following Records Officer. Bartlett Smith, Town Clerk and Administrator, Records Officer 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 by the Town Council of Interlaken, Utah, this 8th day of October, 2025.

Interlaken, UTAH

By:  _____

Gregory Harrigan, Mayor

Attest:  _____

Bartlett Smith, City Recorder

Vote	Aye	Nay	Abstain
Greg Harrigan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan O’Nan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erin Merryweather	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jill Jacobson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timm Dixon (absent)			