

**63G-2-307 Duty to evaluate records and make designations and classifications.**

- (1) A governmental entity shall:
  - (a) evaluate all record series that it uses or creates;
  - (b) designate those record series as provided by this chapter and Title 63A, Chapter 12, Public Records Management Act; and
  - (c) report the designations of its record series to the state archives.
- (2) A governmental entity may classify a particular record, record series, or information within a record at any time, but is not required to classify a particular record, record series, or information until access to the record is requested.
- (3) A governmental entity may redesignate a record series or reclassify a record or record series, or information within a record at any time.

Renumbered and Amended by Chapter 382, 2008 General Session