



GRAMA POLICY

PURPOSE AND PHILOSOPHY

The purpose of this policy is to establish criteria for managing, classifying, accessing, disposing and retaining School records in compliance with the Government Records Access and Management Act (GRAMA). This policy does not apply to student records. Student records are governed by the Family Education Privacy Act (FERPA)

2. RECORDS OFFICERS

School Director and School Admin Assistants are the Records Officers.

3. RECORDS OFFICER'S RESPONSIBILITIES

Each records officer shall perform the duties set forth in UCA § 63A-2-103 and review and respond to requests for access to records in their area of responsibility.

4. RECORDS CLASSIFICATION

- ❖ Records officers shall evaluate records in their area of responsibility and make designations and classifications as set forth in UCA § 63G-2-307.
- ❖ Records shall be classified under the following general categories:
 - Public records as described in UCA § 63G-2-301;
 - Private records as described in UCA § 63G-2-302;
 - Controlled records as described in UCA § 63G-2-304;
 - Protected records as described in UCA § 63G-2-305; and
 - Limited records as described in UCA § 63G-2-201 (3)(b).

5. RECORD ACCESS

- ❖ A person requesting a record shall make a written request directed to the records officer whom the requester believes generated or possesses the record.

- ❖ Upon request, records classified as public may be inspected by any person during normal working hours in accordance with UCA § 63G-2-201.
- ❖ Upon request, private, controlled and protected records shall be disclosed in accordance with UCA § 63G-2-202.
- ❖ Records officers (or designee) shall respond to requests for access to records in their area of responsibility within established time limits described in UCA § 63G-2-204.

6. FEES

- ❖ The records officer (or designee) may charge up to ten cents (10¢) per page to cover the actual costs, as described in UCA § 63G-2-203 (2), of duplicating a record. A fee of twenty dollars (\$20.00) per hour for school personnel time shall be charged for searching, formatting, manipulating, tailoring, summarizing, and compiling a record, when such activities exceed fifteen (15) minutes.
- ❖ Fees for duplication and compilation of a record may be waived under certain circumstances described in UCA § 63G-2-203 (4).

7. APPEALS FOR DENIAL AND/OR ACCURACY OF RECORDS

- ❖ If a requester is dissatisfied with the records officer's (or designee's) initial decision, the requester may appeal the decision in writing to the school board chair to time limits and provisions of UCA § 63G-2-401. If the denial of access is affirmed in whole or part, the requester may then appeal the decision to the State Records Committee as outlined under UCA § 63G-2-403, or petition for judicial review in district court as provided in UCA § 63G-2-404.
- ❖ An individual may contest the accuracy or completeness of a document pertaining to that individual pursuant to UCA § 63G-2-603. The request should be made to the records officer (or designee).