

**UINTAH SPECIAL SERVICE
DISTRICT
Administrative Code**

**CHAPTER VIII
RECORDS ACCESS AND MANAGEMENT**

§ 8100 General Purpose.

The District adopts this chapter to establish guidelines for open governmental information recognizing the need to maintain and preserve accurate records, provide public access to public records and preserve the right of privacy of personal data collected or received by the District.

§ 8101 District Policy.

The District recognizes the enactment of the Government Records Access and Management Act, UCA § 63-2-101 et seq. (GRAMA), and its application to District records. The purpose of this chapter is to conform to UCA § 63-2-701, which provides that each political subdivision may adopt an ordinance or a policy relating to information practices including classification, designation, access, denials, segregation, appeals, management, retention and amendment of records.

§ 8102 Appeal Process.

(a) Any person aggrieved by the District's denial or claim of extraordinary circumstances may appeal the determination within 30 days after notice of the District's action to the Executive Office Manager by filing a written notice of appeal. The notice of appeal shall contain the petitioner's name, address and phone number; the relief sought; and, if petitioner desires, a short statement of the facts, reasons and legal authority for the appeal.

(b) If the appeal involves a record that is subject to business confidentiality or affects the privacy rights of an individual, the Executive Office Manager shall send a notice of the requester's appeal to the affected person.

(c) The Executive Office Manager shall make a determination of the appeal within 30 days after receipt of the notice of appeal. During this 30-day period the Executive Office Manager may schedule an informal hearing or request any additional information deemed necessary to make a determination. The Executive Office Manager shall send written notice to all participants providing the reasons for the determination.

(d) If the Executive Office Manager affirms the denial in whole or in part, his written decision shall include a statement that the requester has a right to appeal the denial to the Board within 30 days at the next scheduled Board meeting.

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(e) The person may file a written notice of appeal to the Board to be heard at the next scheduled meeting of the Board. If there is no meeting scheduled within the next thirty days the Board shall schedule a meeting for the purpose of hearing the appeal. The final decision of the Board shall be by majority vote of a quorum of the Board. The Board shall prepare a written decision outlining its final determination and the reasons for the final determination.

(f) If the Board affirms the denial, in whole or in part, the person may petition for judicial review in district court as provided in UCA § 63-2-404.

§ 8103 Reasonable Accommodation.

Reasonable accommodations regarding access to governmental records shall be provided to persons with disabilities in accordance with the Americans with Disability Act upon request of the applicant.

§ 8104 Records Amendments.

Government records held by the District may be amended or corrected as needed. Requests for amendments, corrections, or other changes shall be made in writing to the District Records Officer and shall set forth, with specificity, the amendment or correction requested. When an amendment or correction of a government record is made, both the original record and the amended or corrected record shall be retained, unless provided otherwise by GRAMA or other State or Federal law.