

DAVIS SCHOOL DISTRICT

POLICY AND PROCEDURES

No. 10CR-101

REVISED: February 11, 2004

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Subject: Government Records Access and Management (GRAMA)
Index: Community Relations

1. PURPOSE & PHILOSOPHY

The purpose of this policy is to establish criteria for managing, classifying, accessing, disposing and retaining District records in compliance with the Government Records Access and Management Act (GRAMA). It is the policy of the Board of Education to provide fair and timely public access to information contained in District records and at the same time protect individual privacy rights in relation to personal data gathered by the District. This policy does not apply to student records. Student records are governed by the Family Education Privacy Act (FERPA) and District policy 4S-012.

2. RECORDS MANAGEMENT

2.1 District Records Officers

- 2.1.1 The Business Administrator shall be the records officer for all general District records including Board of Education minutes and all documents related to fiscal matters such as property, budgets, payroll, accounts, and contracts
- 2.1.2 The Director of Human Resources shall be the records officer for all records related to personnel and personnel health insurance.
- 2.1.3 The Assistant Superintendent for Support Services shall be the records officer for all records related to support services.
- 2.1.4 The Director of Policy Development shall be the records officer for all records related to Board Policies.

2.2 Records Officer's Responsibilities

- 2.2.1 Each records officer shall perform the duties set forth in UCA § 63-2-903 and review and respond to requests for access to records in their area of responsibility.
- 2.2.2 Records officers may delegate to principals or District department heads the responsibility of management of school or department records.

3. RECORDS CLASSIFICATION

- 3.1 Records officers shall evaluate records in their area of responsibility and make designations and classifications as set forth in UCA § 63-2-306.
- 3.2 Records shall be classified under the following general categories:
 - 3.2.1 Public records as described in UCA § 63-2-301;
 - 3.2.2 Private records as described in UCA § 63-2-302;
 - 3.2.3 Controlled records as described in UCA § 63-2-303;
 - 3.2.4 Protected records as described in UCA § 63-2-304; and
 - 3.2.5 Exempt records as described in UCA § 63-2-201 (3)(b).

4. RECORD ACCESS

- 4.1 A person requesting a record shall make a written request directed to the records officer whom the requester believes generated or possesses the record.
 - 4.1.1 Upon request, records classified as public may be inspected by any person during normal working hours in accordance with UCA § 63-2-201.
 - 4.1.2 Upon request, private, controlled and protected records shall be disclosed in accordance with UCA § 63-2-202.

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4.2 Records officers (or designee) shall respond to requests for access to records in their area of responsibility within established time limits described in UCA § 63-2-204.

5. FEES

5.1 The records officer (or designee) may charge up to ten cents (10¢) per page to cover the actual costs, as described in UCA § 63-2-203 (2), of duplicating a record.

5.2 Fees for duplication and compilation of a record may be waived under certain circumstances described in UCA § 63-2-203 (4).

6. APPEALS FOR DENIAL AND/OR ACCURACY OF RECORDS

6.1 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 superintendent according to time limits and provisions of UCA § 63-2-401.

6.1.1 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 § 63-2-403, or petition for judicial review in district court as provided in UCA § 63-2-404.

6.2 An individual may contest the accuracy or completeness of a document pertaining to that individual pursuant to UCA § 63-2-603. The request should be made to the records officer (or designee).

Document History

Adopted: May 4, 1993

Revised: October 20, 1998

Revised: February 11, 2004 - technical changes (removed student record management to 4S-012) (shortened policy with links to code instead of copying language into policy)

REFERENCES

Utah Code Ann. § 63-2-101 et seq. - Government Records Access and Management Act