

Summary Description

of

Jordan School District's Records Policy

1. Records Management
Jordan District records shall be managed under the direction of the administrative staff of each school and department.
2. District Liaison
The Director of Administrative Services shall be the District liaison officer to the State Archives.
3. Public Record
Public records shall include official minutes and decisions of the Board of Education. Official District policies, names, gender, job title, and documents showing formal criminal charges against employees.
4. Private Records
Private records shall include personnel file, individual students records.
5. Controlled Records
Controlled records shall include records containing medical, psychological, or physiological data. These records are open only to authorized person or agencies but not the subject of the record.
6. Protected Records
Records that if opened would compromise life or safety, would place the District at a disadvantage in contract negotiations, property transactions.
7. Access To Records
Request to view records should be addressed to the appropriate records officer.
8. Appeals Process
The requester shall file a written request for a hearing with the Director of Administrative Services at least 10 working days prior to the desired hearing date.

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request in writing. Requesters must prove their right to access the record through personal identification, written release from the subject of the record, power of attorney, court order, or other appropriate means.

- 3. The records officer shall determine whether access to the requested record(s) is to be granted or denied.
 - a. If the request is approved, the records shall be provided as soon as possible and not more than 10 working days from the date the request was received.
 - b. If the request is denied, the records officer must specify the reason, and the requester shall be informed of the right to appeal.

I. Appeals Process

- 1. Appeals to the District Administration
 - a. The requester shall file a written request for a hearing with the Director of Administrative Services at least 10 working days prior to the desired hearing date.
 - b. Upon receiving the request, the Director of Administrative Services shall schedule a mutually convenient date, time, and location for the hearing and notify all parties.
 - c. The requester has the right to be represented by legal counsel at the hearing.
 - (1) If the requester is to be represented by legal counsel, the administration must be notified at least 10 working days in advance of the hearing.
 - (2) If the requester has legal counsel present at the hearing, the administration may also be represented by legal counsel.
 - d. Within 10 working days of the hearing, the Director of Administrative Services shall notify the requester in writing of the action recommended.
 - e. If the requester is not satisfied with the action recommended, an appeal may be filed with the Board of Education.

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2. Appeals to the Board of Education shall follow the same procedures and time lines outlined in items E.1. above.
3. If the Board upholds the action recommended in the hearing with the District Administration, the requester has the right to appeal the Board's decision in Third District Court.

J. Copying district records

1. The district may charge a fee for duplicating district records that is equal to the actual duplication cost plus any employee time involved.
2. The district shall refuse to allow duplication of copyrighted materials.
3. The district shall charge 5 cents per page for duplicating records. If more than 30 minutes of labor is involved, the district shall also charge for labor at the rate of \$6 per hour.

K. Retention of district records

1. The district shall adhere to the general schedule for records' retention approved by the State Records Committee.
2. Records which are not covered by the general schedule shall be submitted to the State Records Committee for scheduling.

TENTATIVE

SUBJECT: DISTRICT RECORDS MANAGEMENT

I. Board Policy

The Board of Education is committed to see that Jordan School District records are managed in an efficient, responsible manner. Therefore, the Board delegates to the Administration responsibility for establishing criteria for maintaining, classifying, preserving, accessing, and destroying district records in compliance with the Government Records Access and Management Act (GRAMA), Utah Code 63-2-701, annotated 1991.

II. Administration Policy

The District Records Policy shall be implemented according to the following guidelines:

Guidelines:

A. Records Management

1. Jordan District records shall be managed under the direction of the principal and/or the appointed records officer of each school and department.
2. 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, contracts, etc.
3. The Assistant Superintendent of Human Resources shall be the records officer for all records related to personnel.
4. The Director of Administrative Services shall be the records officer for all records related to students.
5. The Director of Administrative Services shall serve as the district's liaison to the State Archives.

B. Records Classification

1. All Jordan District records created after July 1, 1992, shall be classified as either public, private, controlled, protected, or exempt.
2. The Director of Administrative Services shall inform the State Archives no later than July 1 each year of the classification of any new record series created during the previous 12 months.

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C. Public Records

1. Public records shall include:
 - a. Official minutes, actions and decisions of the Board of Education and District Administration unless the record involves information which is classified as private, controlled, or protected.
 - b. Official district and school policies, contracts, minutes, and accounts.
 - c. Names, gender, job titles, job descriptions, business addresses, business telephone numbers, gross salaries, working hours, and dates of employment of all current and former employees.
 - d. Documents showing formal criminal charges against an employee unless, in the judgment of the superintendent, the charges are groundless or the charges are not sustained.
2. Public records shall be open for public inspection during regular office hours.

D. Private Records

1. Private records shall include:
 - a. Personnel files including applications, nominations, recommendations, evaluations, and proposals for advancements or appointments.
 - b. Documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, individual medical condition, and military status.
 - c. Individual student records. (See Policy AS61-Student Records.)
2. Private records shall be open only to the subject of the record and other authorized individuals or agencies. Access to student records shall be provided in accordance with the Family Educational Rights and Protection Act (FERPA). (See Policy AS61-Student Records.)

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E. Controlled Records

1. Controlled records shall include records containing medical, psychiatric, or physiological data on an individual which, if disclosed, could be detrimental to the individual's mental health or safety.
2. Controlled records shall be open only to authorized persons or agencies but are not open to the subject of the record.

F. Protected Records

1. Protected records shall include:
 - a. Any information that, if disclosed, would jeopardize the life or safety of an individual or security of district property or programs.
 - b. Documents that, if disclosed, would place the district at a disadvantage in contract negotiations, property transactions, or bargaining position or could enable circumvention of an audit.
 - c. Records related to potential litigation or personnel hearings.
 - d. Records generated in meetings which are closed in accordance with the Utah Open and Public Meetings law.
 - e. Test questions.
 - f. Teacher certification records.
2. Protected records shall be open only to authorized individuals and agencies or in response to court order.

G. Exempt Records

1. Exempt records shall include student records which are protected by the Family Educational Rights and Protection Act (FERPA).

H. Access to district records

1. Requests to view district records should be addressed to the appropriate records officer during regular business hours.

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- 2. Individuals requesting to view records classified as private, controlled, or protected shall be required to submit their request in writing. Requesters must prove their right to access the record through personal identification, written release from the subject of the record, power of attorney, court order, or other appropriate means.
- 3. The records officer shall determine whether access to the requested record(s) is to be granted or denied.
 - a. If the request is approved, the records shall be provided as soon as possible and not more than 10 days from the date the request was received.
 - b. If the request is denied, the records officer must specify the reason, and the requester shall be informed of the right to appeal.

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 - (1) If the requester is to be represented by legal counsel, the administration must be notified at least 10 days in advance of the hearing.
 - (1) If the requester has legal counsel present at the hearing, the administration may also be represented by legal counsel.
 - d. Within 30 days of the hearing, the Director of Administrative Services shall notify the requester in writing of the action recommended.

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e. If the requester is not satisfied with the action recommended, an appeal may be filed with the Board of Education.

2. Appeals to the Board of Education shall follow the same procedures and time lines outlined in items E.1. above.

3. If the Board upholds the action recommended in the hearing with the District Administration, the requester has the right to appeal the Board's decision in Third District Court.

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