WASATCH SCHOOL DISTRICT	Policy Orig. Date: May 2004
Statement of ...	Effective Date: 05/14/2004
Policy and Responsibility	Revision Date: None
	Approval Date: 05/13/2004

Subject: GOVERNMENT RECORDS ACCESS AND MANAGEMENT (GRAMA)

I. POLICY

It is the policy of Wasatch School District Board of Education that records are managed in an efficient, responsible manner and that fair and timely public access to information contained in district records is made available while protecting individual privacy rights in relation to personal data gathered by the school district. This policy does not apply to student records. Student records are governed by the Family Education Privacy Act (FERPA).

II. GUIDELINES

- RECORDS MANAGEMENT OFFICERS

  i. 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

  ii. The administrator responsible for the personnel office shall maintain all records related to personnel and personnel health insurance.

  iii. The records officers may delegate to principals or District department heads the responsibility of management of school or department records.

  iv. Each records officer shall perform the duties as set forth in Utah Code and review and respond to requests for access to records in their area of responsibility.

- RECORDS CLASSIFICATION: All records shall be classified as public, private, controlled, protected, or exempt.

  i. Public Records, open for public inspection during regular office hours, shall include:
     1. 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.
     2. Official district and school policies, contracts, minutes, and accounts.
     3. Names, gender, job titles, job descriptions, business address, business telephone numbers, number of hours worked per pay period, gross salaries, assigned hours of work, and dates of employment of all current and former employees.
     4. Documents relating to formal charges or disciplinary actions against a past or present if the charges or disciplinary action have been completed and all time periods for appeal have expired, and the charges were sustained.

ii. Private Records, open only to the subject of the record and other authorized individuals or agencies, shall include:

1. Personnel files including applications, nominations, recommendations, evaluations, and proposals or advancement or appointments.
2. The names of applicants and finalists for administrative positions
3. Documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, individual medical conditions, diagnosis or military status.

iii. Controlled Records, open only to authorized persons or agencies but are not open to the subject of record, 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.

iv. Protected Records, open only to authorized individuals and agencies or in response to court order, shall include:

1. Any information that, if disclosed, would jeopardize the life or safety of an individual or security of district property or programs
2. 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
3. Records related to potential litigation or personnel hearings
4. Records generated in meetings which are closed in accordance with the Utah Open and Public Meeting Law.
5. Test questions
6. Other records identified in law

v. Exempted Records shall include student records which are protected by the Family Education Rights and Privacy Act (FERPA)

□ RECORD ACCESS

i. Requests to view district records shall be in writing and addressed to the appropriate records officer during regular business hours.

ii. Requests to view records classified as private, controlled, or protected shall contain information proving a right to access the record including personal identification, written release from the subject of the record, power of attorney, court order, or other appropriate means.

iii. The records officer shall determine whether access to the requested record(s) is to be granted or denied, unless we do not maintain the records or extraordinary

circumstances exist.

1. If the request is approved, the records shall be provided as soon as possible but not more than ten working days from the date the request was received, unless extraordinary circumstances exist.
2. If the request is denied, the records officer must specify the reason, either in person or in writing, and the requester shall be informed of the right to appeal.

□ APPEALS PROCESS

i. The request shall file a written request for a hearing with the superintendent or his/her designee within thirty (30) working days of the denial. Failure to file an appeal within the period specified shall constitute a waiver of the right to appeal.

ii. Within five (5) business days after the receipt of the written appeal, the superintendent or his/her designee shall rule on the appeal.

iii. Within five (5) working days of the ruling, the superintendent or designee shall send a written decision to the requester of the action recommended together with the notice of right to appeal to either the Records Committee or District Court.

□ FEES AND DUPLICATION OF DISTRICT RECORDS

i. The district may charge the fees authorized by Utah Code 63-2-203

Document Copies:	Single Page	(8 1/2 x 11)	$ .10 / page
	Two-sided Page	(8 1/2 x 11)	$ .15 / page
	Single Page	(8 1/2 x 14)	$ .15 / page
	Two-sided Page	(8 1/2 x 14)	$ .20 / page
Research Cost			$17.00 / per hr.

ii. An additional charge of $1.00 shall be charged per each page of a document needing certification

iii. If the total amount due is more that $50.00 advance payment is required.

ix. The district shall refuse to allow duplication of copyrighted materials.

□ RETENTION OF DISTRICT RECORDS

i. The district shall adhere to the general schedule for records retention approved by the State Records Committee.

ii. Records which are not covered by the general schedule shall be submitted to the State Records Committee for schedule at least once a year.

Utah Code 63-2-101 through 64-2-909 (GRAMA)

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GRAMA REQUEST FOR RECORDS

TO: _____
(Name of person and/or district department holding records)

Address of office: _____

FROM: Name _____
Address _____
City, State, Zip code: _____
My daytime telephone: _____

Description of records sought:
_____
_____
_____
_____

_____ I would like to inspect the records.

_____ I would like to receive copies of the records. I understand that I will be responsible for copy costs of up to $_____. I further understand that the agency will contact me if estimated costs are greater than the amount I have specified, and that the agency will not respond to a request for copies if I have not authorized adequate costs, or have not paid fees due from previous requests.

_____ I would like to receive copies of the records. I request a waiver of copy costs. (Please attach information supporting your request; see U.C.A. 63-2-203(4) for a list of situations under which an agency is encouraged to provide copies without charge.

If the requested information is private or protected, check one of the following and attached necessary documentation:

_____ I am the subject of the record.

_____ I am the person who provided the information.

_____ I am authorized to have access by the subject of the record or by the person who submitted the infounation.

_____ Other. Explain: _____

_____ I am requesting an expedited response. (Please attach information that demonstrate that you are entitled to an expedited response under U.C.A. 63-2-204 (3).

_____ _____
Signature Date

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*The response to a request may be delayed if it is not directed properly. To find out where to direct a request, contact Wasatch School District, (435)654-0280.

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