

UTAH GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT  
(GRAMA)

Public Records

It is the policy of Weber District to comply with all state and federal laws regarding its records. The District will comply with the provisions of the Utah Government Records Access and Management Act (GRAMA) (Utah Code Title 63, Chapter 2) regarding the classification, designation, access, denials, segregation, appeals, management, retention and amendment of its records. As allowed by GRAMA the District adopts this policy to set forth certain fees and procedures to be followed by the District. If any item is not covered in this policy, then the provisions of GRAMA as currently enacted shall control.

Inspection, Copying and Fees

There is no charge for viewing or inspecting public records. A school district employee shall make all requested copies for the individual for a fee of 10 cents per copy. An hourly fee based upon the employee's pay scale (in accordance with section 63-2-203) shall also be charged if a school district employee is required to research the school district's records for more than thirty minutes in order to locate documents for a person or if it is necessary for a school district employee to place the records back in proper order after a person has been examining the records. A deposit of \$25.00 shall be required for requests for date or copying which will apparently take more than three hours of an employee's time. Requests for district employee assistance shall be subject to the employee's normal work schedule.

Under no circumstances shall school district records be allowed to be taken from the district's schools or offices where such records are stored. The school district employee who is locating documents for a person shall make every effort to insure that no documents are lost, destroyed or taken from the school district's offices by the person inspecting the public records. In this regard, all briefcases, purses, bags, sacks or other personal items belonging to the person shall be checked with a district employee and left outside of the room where the documents are being examined or copied.

Procedures for Requesting Records

The Business Administrator is hereby designated as the Records Officer for the District. The Business Administrator may delegate some or all of the duties of the Records Officer.

Requests for records must be submitted in writing to the Weber School District Offices at 5320 Adams Avenue Parkway, Ogden, Utah 84405, with all information required by GRAMA to the attention of the following individuals for the type of record requested.

Student Records	Director of Student Services
Personnel Records	Director of Human Resources
All Other Records	Business Administrator

Nothing in this policy shall prevent a District employee from responding to an informal request for records provided the requestor is entitled to the information. However, no employee is required to respond to such informal requests and may direct a requestor to submit any request as described above.

Any questions regarding access to records should be referred to the Business Administrator or the person designated by the Business Administrator.

### Response Times

The District hereby determines that its resources are insufficient to comply with the response times set forth in GRAMA (63-2-204). The District will respond to all written requests within 15 business days by:

- (1) Approving the request and providing the record;
- (2) Denying the request;
- (3) Notifying the requestor that the District does not maintain the record and informing the requestor, if known, of the entity that maintains the record; or
- (4) Notifying the requestor that the District cannot approve or deny the request because of one of the extraordinary circumstances listed in GRAMA in which case the District shall follow the procedures for such extraordinary circumstances.

### Appeals

Any person aggrieved by the school district's access determination under this policy, including a person not a party to the school district's proceeding, may appeal the determination within 30 days to the Superintendent by filing a notice of appeal.

The notice of appeal shall contain the following information:

1. the petitioner's name, mailing address, and daytime telephone number; and
2. the relief sought.

The petitioner may file a short statement of facts, reasons and legal authority in support of appeal. The Superintendent shall make a determination on appeal within the following period of time:

1. within ten business days after the Superintendent's receipt of the notice of appeal; or
2. if the Superintendent fails to make a determination within the time specified in (1) above, the failure shall be considered the equivalent of an order denying the appeal.

The Superintendent may, upon consideration and weighing of the various interests and public policies pertinent to the classification and disclosure or nondisclosure, order the disclosure of information properly classified as private under Section 63-2-302 or protected under Section 63-2-204 if the interests favoring access outweigh the interests favoring restriction of access.

The school district shall send written notice of the determination of the Superintendent to all participants. If the Superintendent affirms the denial in whole or in part, the denial shall include a statement that the requestor has the right to appeal the denial to the Weber School Board (the "Board") within 30 days.

The appealing party shall submit to the Board a written appeal to which the District may respond in writing. As a part time public body, the Board cannot decide the appeal within the timelines set forth in GRAMA but will render its decision within 30 days of receiving the written appeal.

If a party is not satisfied with the Board's decision, it may be submitted to District Court as provided for in GRAMA.

A person aggrieved by the school district's classification or designation determination under this chapter, but who is not requesting access to the records, may appeal that determination using the procedures provided in this section.

#### Retention and Management of District Records

Official records of the Weber School District will be retained according to schedules published and updated by the State of Utah Division of Archives and Records Services unless the District Records Officer, after consulting with the Board, adopts a different schedule for a particular type or classification of record.