

Davis School District Policy and Procedures

Subject: 10CR-101 Government Records Access Management Act (GRAMA)
Index: Community Relations
Revised: September 6, 2022

1. PURPOSE AND 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 Educational Rights and Privacy Act (FERPA) and District policy 11IR-110.

2. DESIGNATION OF RECORDS OFFICERS

The following individuals have been designated as records officers by the Superintendent, the Chief Administrative Officer of Davis School District.

| Name | Address | Phone | Email | Areas of Responsibility |
|--|---|--------------|------------------------|---|
| Craig Carter Business Administrator | 45 E State St. P.O. Box 588 Farmington, UT 84025 | 801-402-5256 | ccarter@dsdmail.net | All records relating to fiscal manners. All records relating to the Board of Education. |
| John Zurbuchen Assistant Superintendent | 45 E State St. P.O. Box 588 Farmington, UT 84025 | 801-402-5118 | jzurbuchen@dsdmail.net | All records relating to employment. All records relating to facilities. All records relating to risk management. |
| Logan Toone Assistant Superintendent | 45 E State St. P.O. Box 588 Farmington, UT 84025 | 801-402-5109 | ltoone@dsdmail.net | All records relating to Curriculum, Assessment, and Student Achievement which are not governed by FERPA. |
| Christopher Williams Director of Communication | 45 E State St. P.O. Box 588 Farmington, UT 84025 | 801-402-5260 | cwilliams@dsdmail.net | Receiving and responding to request for records by journalists and representatives of the media. |
| Benjamin Onofrio Administrator of Policy and School Law | 45 E State St. P.O. Box 588 Farmington, UT 84025 | 801-402-5255 | bonofrio@dsdmail.net | All records related to Board Policies. |

3. RECORDS OFFICER'S RESPONSIBILITIES

- 3.1. Each records officer shall perform the duties set forth in [UCA § 63A-12-103](#) and review and respond to requests for access to records in their area of responsibility.
- 3.2. Records officers may delegate to principals or District department heads the responsibility of management of school or department records.

4. RECORDS CLASSIFICATION

- 4.1. Records officers shall evaluate records in their area of responsibility and make designations and classifications as set forth in [UCA § 63G-2-307](#).
- 4.2. Records shall be classified under the following general categories:
 - 4.2.1. Public records as described in [UCA § 63G-2-301](#);
 - 4.2.2. Private records as described in [UCA § 63G-2-302](#);
 - 4.2.3. Controlled records as described in [UCA § 63G-2-304](#);
 - 4.2.4. Protected records as described in [UCA § 63G-2-305](#); and
 - 4.2.5. Limited records as described in [UCA § 63G-2-201 \(3\)\(b\)](#).

5. RECORD ACCESS

- 5.1. A person requesting a record shall make a written request directed to the records officer whom the requester believes generated or possesses the record.
 - 5.1.1. Upon request, records classified as public may be inspected by any person during normal working hours in accordance with [UCA § 63G-2-201](#).
 - 5.1.2. Upon request, private, controlled and protected records shall be disclosed in accordance with [UCA § 63G-2-202](#).
- 5.2. Records officers (or designee) shall respond to requests for access to records in their area of responsibility within established time limits described in [UCA § 63G-2-204](#).

6. FEES

- 6.1. The records officer (or designee) may charge up to twenty-five cents (25¢) per page to cover the actual costs, as described in [UCA § 63G-2-203 \(2\)](#), of duplicating a record.
- 6.2. An hourly fee based upon the employee's pay scale (in accordance with UCA §63G-2-203) and other direct administrative costs may be also charged if a school district employee is required to search, retrieve, compile, format, manipulate, package, summarize, or tailor the record to meet the person's request.
- 6.3. The District may require payment of past fees and future estimated fees before beginning to process a request if:
 - 6.3.1. fees are expected to exceed \$50; or
 - 6.3.2. the requester has not paid fees from previous requests.
- 6.4. Fees for duplication and compilation of a record may be waived under certain circumstances described in [UCA § 63G-2-203 \(4\)](#).

7. APPEALS FOR DENIAL AND/OR ACCURACY OF RECORDS

- 7.1. 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 § 63G-2-401](#).

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- 7.2. 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 § 63G-2-403](#), or petition for judicial review in district court as provided in [UCA § 63G-2-404](#).
- 7.3. An individual may contest the accuracy or completeness of a document pertaining to that individual pursuant to [UCA § 63G-2-603](#). The request should be made to the records officer (or designee).

DEFINITIONS

[Utah Code Ann. § 63G-2-103](#) - Government Records Access and Management Act Definitions.

REFERENCES

[Utah Code Ann. Title 63G, Chapter 2 - Government Records Access and Management Act.](#)
[School District Retention Schedule - Utah State Archives](#)

FORMS AND OTHER LINKS

[GRAMA Request Form](#) (sample)
[GRAMA Classification Worksheet](#)

DOCUMENT HISTORY:

Adopted: May 4, 1991

Revised: October 20, 1998

Revised: February 11, 2004 – technical changes: removed student record management to 4S-012; shortened policy with links to state Statute instead of copying language into policy.

Revised: October 16, 2012 – Minor revisions consistent with changes in law and rule. Added names of records officers.

Revised: November 18, 2015 – 5 Year review. No changes necessary.

Revised: November 4, 2020 - Five-year review. Increased amount per page a records officer may charge to cover the costs of duplicating a record.

Revised: September 6, 2022 – Revision consistent with District practice with fees.