



Document Number: A-23  
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### 1.0 Purpose

The purpose of this policy is to establish criteria for managing, classifying, accessing, disposing and retaining school records in compliance with the Government Records Access and Management Act (GRAMA). It is the policy of Wasatch Charter School to provide public access to school records in accordance with state laws and regulation while protecting individual rights and privacy. This policy does not apply to student records. Student records are governed by the Family Education Privacy Act (FERPA). The school may not release information related to educational records without parental consent, except as otherwise provided in FERPA (Family Educational Rights and Privacy Act). (20 U.S.C. Section 1232 (g); 34 C.F.R. Section 99, Section 300)

### 2.0 Definition

“Record” or “Records” includes a book, letter, document, paper, map, plan, photograph, film, card, tape recording, electronic data, or other documentary material regardless of physical form or characteristics that is prepared, owned, received, or retained by the school, and the information is reproducible by photocopy or other mechanical or electronic means. Drafts, personal notes, and personally owned documents are not records.

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### 3.0 Policy Content

- **Records Manager**

Wasatch Charter School’s Office Manager is designated as the Records Manager for all files and records of the school. The Office Manager may delegate to the Director or Business Manager the responsibility of management of school or department records.

- **Responsibilities of Records Managers**

The Records Manager will perform the duties and responsibilities set forth in Utah Code (Section 63G-2-101), and review and respond to a request for access to records. The Records Manager shall notify the Director of all GRAMA requests.

- **Records Access**

A person may request to inspect or receive copies of the school’s records by filing a written GRAMA request. The GRAMA request must contain Name, Title, and Organization of the requestor and a specific description of the records being requested. (Utah Code Section: 63G-2-201-204)

- All GRAMA requests shall be submitted to the Records Manager. The Records Manager may delegate responsibility for responding to the GRAMA request.
- Any inspection of a “public” record shall be during normal business hours.
- All “private”, “controlled”, and “protected” records shall be disclosed only in accordance with Utah Code.
- Approved GRAMA requests shall be completed in a timely manner

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● **Records Classification**

The Records Manager will be responsible to evaluate and satisfy GRAMA requests in a manner consistent with Utah law and this policy when this GRAMA policy has defined a classification for the particular record being requested. When a record classification has not been determined for a particular type of record, then the Records Manager will consult with the Director and with Wasatch Charter School’s Governing Board to classify such record pursuant to the board’s authority to do so under Utah Code (63G-2-307). Such classification may be accomplished either before or after a GRAMA request for such record has been received.

Records shall be classified under the following general categories

- Public records as described in (UCA 63G-2-301)
- Private records as described in (UCA 63G-2-302)
- Controlled records as described in (UCA 63G-2-304)
- Protected records as described in (UCA 63G-2-305)
- Limited records as described in (UCA 63G-2-201 (3)(b))

● **Fees**

A fee shall be charged for the school’s actual cost of duplicating a requested record and also for personnel time in compiling and obtaining the record. (UCA 63G-2-203). All fees charged shall be in accordance with Utah Code.

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The school may ask for prepayment of fees from the requestor if the fees to produce the record are expected to exceed \$50.00.

The school may not charge fees for reviewing a record to determine whether it is subject to disclosure, except as otherwise permitted by Utah Code or the requestor’s inspection of the record. (UCA 63G-2-203)

- **Appeals**

If a requester is dissatisfied with the Records Manager’s decision pertaining to records access, the requestor may submit a written appeal to Wasatch Charter School’s Governing Board according to time limits and provisions of the Utah Code. (UCA 63G-2-401).

If the requester is dissatisfied with the decision of the Board, the requestor may file an appeal to the State Records Committee in accordance with Utah Code (UCA 63G-2-403), or petition for a judicial review in the district court as provided in Utah Code (UCA 63G-2-404).

An individual may contest the accuracy or completeness of a record in accordance with Utah Code (UCA 63G-2-603).

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#### 4.0 Relevant Procedures, Guidelines & Restrictions

#### 5.0 Policy Owner

#### 6.0 Exhibits / Appendices / Forms

#### 7.0 Supporting Information

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