

## DISTRICT RECORDS MANAGEMENT

### I. Board Policy

The Board of Education intends to ensure that Park City School District 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. The following guidelines govern the maintenance, classification, preservation, access, and destruction of district records in compliance with the Government Records Access and Management Act (GRAMA) UCA § 63G-2-701.

### II. Guidelines

#### A. Records Management Officers and Custodians

1. The administrator for the personnel office shall be the records management officer as identified in UCA § 63G-2-108.
2. The business administrator shall be the chief records administrator as identified in UCA § 63G-2-401.
3. Park City School District records for individual schools shall be managed under the direction of the principal and/or the appointed records custodian of each school and department.
4. The business administrator shall be the records custodian for Board of Education minutes and all documents related to fiscal matters.
5. The administrator responsible for the personnel office shall maintain all records related to personnel and students, and shall serve as the district's liaison to the State Archives.
6. The student services director shall be the records custodian over student records.

#### B. Records Classification

1. All records shall be classified as either public, private, controlled, protected, or exempt.
2. The administrator responsible for the personnel office shall inform the State Archives no later than July 1, of each year of the classification of any new record series created during the previous twelve months.
3. Classification of records includes:
  - a. Public Records as defined in UCA § 63G-2-301
  - b. Private Records as defined in UCA § 63G-2-30
  - c. Controlled Records as defined in UCA § 63G-2-304
  - d. Protected Records as defined in UCA § 63G-2-305
  - e. Exempt Records as defined in UCA §§ 63G-2-106, 107 and § 53A-13-301.

#### C. Access to District Records

1. Requests to view district records shall be addressed to the records management officer during regular business hours on business days.
2. Individuals requesting to view records classified as private, controlled, or protected shall be required to submit their request in writing via a GRAMA Request for Records form. 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 management officer has ten business days to respond to that request. If the request is to benefit the public rather than the individual person (a circumstance primarily invoked by the media), then the records management officer has five business days, in which to respond. If no response is given, the failure is considered a denial of access.
4. The records management officer shall determine whether access to the requested record(s) is to be granted or denied.

- a. The response to a request can be one of several things:
  - approval of the request by providing the record
  - denial of the request
  - notifying the requestor that the record in question belongs to another entity
  - notifying the requestor that due to one or more of the following extraordinary circumstances, the record is not immediately available:
    - another governmental entity is using the record
      - the record is being audited
      - the request is for a voluminous quantity of records
      - the governmental entity is currently processing a large number of records requests
      - the request requires the entity to review a large number of records
      - legal counsel must be sought by the entity before releasing the record
      - classified information needs to be segregated from the record in question
      - computer programming is required to segregate classified information. See UCA § 63G-2-204(5) for time limits imposed on the extraordinary circumstances.
- b. If the request is approved, the records shall be provided as soon as possible and not more than ten working days from the date the request was received.
- c. If the request is denied, the records officer must specify the reason, and the requester shall be informed of the right to appeal.

#### D. Appeals Process

1. A notice of appeal must contain the following:
  - petitioner's name
  - mailing address
  - daytime telephone number
  - relief sought
  - The petitioner may file a short statement of facts, reasons, and legal authority in support of the appeal.
2. Response to appeal
  - a. The chief administrative officer then has five business days to respond to the appeal (or 12 business days if the request impacts business confidentiality claims).
  - b. If the response is not timely, the appeal is considered denied.
  - c. The decision of the appropriate records management officer must be sent by the governmental entity to all participants of the request. If the chief administrative officer affirms the denial in whole or in part, the denial must include the following.
    - a statement that the requester has the right to appeal the denial to the State Records Committee
    - time limits for filing an appeal
    - name and business address of the executive secretary of the State Records Committee.

E. Fees and Duplication of District Records may be assessed in accordance with UCA § 63G-2-203.

#### F. Retention of District Records

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



~~gulations for Policy 4020~~

~~The district may charge a fee for duplication and services in accordance with a schedule to be prepared and updated annually by the Business Administrator reflecting the costs to the District of the duplication and related services.~~