

**PUBLIC RECORDS:
ACCESS**

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PURPOSE

The purpose of the following rules is to provide procedures for access to government records in accordance with the Government Records Access and Management Act, II (§ 63-2-101 through 63-2-908).

AUTHORITY

The authority for the following rules is section § 63-2-701, of GRAMA. Allocation of Responsibilities Within Entity: The Superintendent of Morgan County School District is the chief administrative officer for purposes of § 63-2-401.

REQUEST FOR ACCESS

Requests for access to records maintained by individual schools shall be submitted to the office of the particular school during normal business hours. All other requests for access to government records, including requests for general District records or records of non-school departments or facilities, shall be submitted to the District office during normal business hours. Such requests should be in writing and made to the Records Officer, Morgan School District, 240 East Young, Morgan, Utah. Response to requests submitted to other persons within Morgan School District may be delayed. The following information should be provided in the request:

- Requestor's name, daytime telephone number, and mailing address
- A description of the records requested that identifies the record with reasonable specificity
- A statement of the requestor's status as a person who is entitled to access a requested record. Before releasing a private, controlled, or protected record, the District may require evidence of the requestor's identity.

SUBPOENAS

Subpoenas and other methods of discovery under state or federal statutes or rules of procedure are not considered to be written requests for purposes of GRAMA. Compliance with them is governed by the applicable statute or rule. (§ 63-2-207)

ORAL REQUESTS

Morgan School District may allow access to and provide copies of a record pursuant to an oral request if the requestor is entitled to access and if the copy fee is paid. However, if the District does not intend to or cannot respond to the request promptly by allowing access or copying at the time the request is made, the requestor shall be instructed to file a written request.

DUPLICATE REQUESTS

If a request unreasonably duplicates prior record requests from that individual, the District is not required to fulfill the request. (§ 63-2-201-8(c))

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RESEARCH PURPOSES

Access to private or controlled records for research purposes is allowed by § 63-2-202 (8). Requests for access to such records for research purposes may be made to the District Superintendent.

FEES

A fee schedule for the direct and indirect costs of duplicating or compiling a record may be obtained from Morgan School District by contacting the District Office. Morgan School District will require payment of such fees at the time the request is fulfilled. Prior payment of estimated fees which are expected to exceed \$50 may be required before a request is processed.

PHOTOCOPIES

The District shall charge a fee for photocopies of records according to the posted fee schedule. All copies of private, controlled, or protected records shall be marked "confidential". The District may decline to photocopy requests for more than fifty (50) pages of records. If the requested records are not interspersed with materials exempt from disclosure (§ 63-2-202, 63-2-302 - 304), the District may provide the requestor with facilities to make copies or allow the requestor to use his/her own copying facilities and personnel.

CREATING RECORDS

The District is under no obligation to create a record in response to a request, but may do so if it would not unreasonably interfere with the responsibilities of the District staff. The District may charge an hourly rate according to the posted fee schedule for creating records or reports in response to a request.

**FEES FOR RESEARCH
BY DISTRICT STAFF**

The District may charge an hourly rate according to the posted fee schedule for research done by District staff taking longer than one-half hour. The District shall not charge a fee for inspecting a record or for reviewing a record to determine if it is subject to disclosure.

OTHER FEES

The District may charge a reasonable fee for making copies of audio, video, computer data, or other records.

WAIVER OF FEES

Upon receipt of a statement from a requestor of records documenting financial need, the District may, at its discretion, waive any fees. Fees for duplication and compilation of a record may also be waived under certain other circumstances described in §63-2-203-3. Requests for such waiver of fees may be made to the District Records Officer at 240 East Young.

DENIALS

If a request for access is denied in whole or in part, written notice of such denial shall be given to the requestor either in person or by delivery to the requestor's address.

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DENIALS:
(continued)

A person denied access to a record under this policy may appeal the decision by filing a notice of appeal directed to the Superintendent at the District Office within thirty (30) days as provided in § 63-2-401.

REQUESTS TO AMEND
RECORD

An individual may contest the accuracy or completeness of a document pertaining to him/her pursuant to § 63-2-603. Such requests should be made to the Records Officer at the District Office. If the request is denied, the individual may file a statement contesting the information. Such statement shall be kept with the record and must accompany any disclosure of the disputed information.

Appeals of requests to amend a record shall be made to the Superintendent at the District Office.