

NUAMES Policy and Procedures  
Government Records Access Management Act  
Approved: October 2, 2014

1. PURPOSE AND PHILOSOPHY

The purpose of this policy is to establish criteria for managing, classifying, accessing, disposing and retaining NUAMES records in compliance with the Government Records Access and Management Act (GRAMA). It is the policy of the Board of Trustees to provide fair and timely public access to information contained in NUAMES records and at the same time protect individual privacy rights in relation to personal data gathered by the NUAMES. This policy does not apply to student records. Student records are governed by the Family Education Privacy Act (FERPA).

2. DESIGNATION OF RECORDS OFFICER

The following individual has been designated by the Board of Trustees of NUAMES:

Alan Stokes, Principal  
2750 University Park Blvd.  
Layton, UT 84041  
801-395-3350

The principal is authorized to designate the request to a member of the administrative staff.

3. RECORDS OFFICER'S RESPONSIBILITIES

3.1. The records officer shall perform the duties set forth in UCA § 63A-2-103 and review and respond to requests for access to records.

3.2. The Records officer may delegate to NUAMES staff the responsibility of management of school records.

4. RECORDS CLASSIFICATION

4.1. The records officer shall evaluate records 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.

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. The records officer (or designee) shall respond to requests for access to records within established time limits described in UCA § 63G-2-204.

6. FEES

6.1. The records officer (or designee) may charge up to ten cents (10¢) per page to cover the actual costs, as described in UCA § 63G-2-203 (2), of duplicating a record.

6.2. 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 Board of Trustees according to time limits and provisions of UCA § 63G-2-401.

7.1.1. 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.

7.2. 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. § 63G-2-101 et seq. - Government Records Access and Management Act.

School Retention Schedule - Utah State Archives

GRAMA Request Form attached

GRAMA Classification Worksheet