



# Good Foundations Academy

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## GRAMA Policy

### Purpose

The purpose of this policy is to help ensure that Good Foundations Academy (the “School”) complies with the Government Records Access and Management Act (“GRAMA”).

### Policy

The School shall provide fair and timely public access to public information contained in the School’s records and at the same time protect individual privacy rights with respect to non-public information contained in the School’s records. School records are considered public information unless designated otherwise by statute. Student education records are protected by law, including the Family Educational Rights and Privacy Act (“FERPA”), and are not governed by GRAMA.

### Records Officer

The School’s Executive Director serves as the School’s Records Officer and shall perform the duties of a records officer as described in Utah Code § 63G-2-103 as well as review and respond to GRAMA requests submitted to the School. However, the Executive Director may delegate these responsibilities to other individuals, as appropriate.

### Records Classification

If the School receives a written GRAMA request, the Records Officer (or designee) shall evaluate the requested School records and make designations and classifications as set forth in Utah Code § 63G-2-307. School records shall be classified under the following general categories:

- Public records as described in Utah Code § 63G-2-301;
- Private records as described in Utah Code § 63G-2-302;
- Controlled records as described in Utah Code § 63G-2-304;
- Protected records as described in Utah Code § 63G-2-305; and
- Restricted records as described in Utah Code § 63G-2-201(3)(b).

### Record Access

After receiving a written GRAMA request, the Records Officer (or designee) shall respond to the request within the established time limits described in Utah Code 63G-2-204.

Records classified as public may be inspected by the requestor during normal working hours or the School may provide a copy of a public record to the requestor in accordance with Utah Code § 63G-2-201. Records classified as private, controlled, and protected shall only be disclosed in accordance with the applicable provisions in Utah Code § 63G-2-202.

### Fees

The School may, in accordance with Utah Code § 63G-2-203, charge a requestor a reasonable fee to cover the School's actual cost of providing records, including fees for copying, postage, and employee time to collect and send records to the requesting party.

### Appeals

If the School's Records Officer (or designee) denies access to records or denies a request for a fee waiver, the denial may be appealed in writing to the Chair of the School's Board of Directors in accordance with the time limits and provisions of Utah Code § 63G-2-401.

If the denial is affirmed in whole or part by the Chair of the School's Board of Directors (or designee), the requester may then appeal the decision to the director of the State Government Records Office as outlined under Utah Code § 63G-2-403, petition for judicial review in district court as provided in Utah Code § 63G-2-404, or seek mediation under Utah Code § 63A-12-204.

The Chair of the School's Board of Directors may delegate the duties described above.

A record once requested will not be destroyed until the appeal of a denial is resolved.