



# Government Records Access & Management Act (GRAMA)

## Policy Number: 1209

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### I. Purpose and Authority

The purpose of this policy is to ensure that Summit Academy complies with the Government Records Access and Management Act (GRAMA), [Utah Code Title 63G, Chapter 2](#). This policy provides guidelines for the creation, classification, access, preservation, and disposal of LEA records, while balancing the public's right of access with individual privacy rights and other protected interests.

This policy is adopted pursuant to [Utah Code §63G-2-101](#) et seq. and applies to all records prepared, owned, received, or retained by the LEA.

### II. Definitions

- A. Records: 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 LEA, and the information is reproducible by photocopy or other mechanical or electronic means. Drafts, personal notes, personally owned documents, and records specifically excluded by statute are not considered records under GRAMA.
- B. GRAMA Request: A written request for access to records under [Utah Code §63G 2 204](#).
- C. Records Officer: The individual designated by the LEA to manage and respond to GRAMA requests.

### III. Records Officer

The LEA's Executive Director (or designee) is designated as the Records Officer. The Records Officer shall:

1. Receive and process GRAMA requests.
2. Coordinate with LEA administration and legal counsel as necessary.
3. Ensure compliance with statutory timelines.
4. Classify records according to GRAMA.
5. Issue approvals, denials, and fee determinations; and
6. Maintain records retention and destruction schedules in accordance with state requirements.

### IV. Submission of GRAMA Requests

1. All GRAMA requests must be submitted in writing and clearly describe the records requested.
2. Requests may be submitted through the Utah Open Records Portal or directly to the LEA's Records Officer using the Summit Academy GRAMA Records Request Form.
3. Requests should include the requester's name and contact information.
4. The LEA is not required to respond to verbal requests or to create new records in response to a GRAMA request.

### V. Response Time

The Records Officer shall respond to GRAMA requests within the timelines established by [Utah Code §63G-2-204](#), generally:

- **Within 10 business days** for a standard request; or
- **Within 5 business days** if the requester provides proof of Utah residency and requests expedited processing, when applicable.

Business days are defined by the LEA calendar and Office Hours found on Summit Academy's website.

The LEA may extend response time due to extraordinary circumstances outlined in [Utah Code § 63G-2-204\(6\)\(f\)](#). The requester will receive written notification of the need for extended response times. The notification will include

- an explanation of the extraordinary circumstances justifying the delay, and
- a reasonable estimate of when the records will be available (or when a further response will be given).

## VI. Records Classification

All Summit Academy records shall be classified by the Records Officer as one of the following in GRAMA:

- Public Records ([Utah Code §63G-2-301](#))
- Private Records ([Utah Code §63G-2-302](#))
- Controlled Records ([Utah Code §63G-2-304](#))
- Protected Records ([Utah Code §63G-2-305](#))
- Restricted Records under [§63G-2-201\(3\)\(b\)](#)

Student education records are protected by federal law (FERPA) and are generally classified as private or protected.

## VII. Access to Records

### A. Public Records

1. Public records as described in [Utah Code §63G-2-301](#) shall include:

- a. Official minutes, actions and decisions of the Board of Education and LEA Administration unless the record involves information, which is classified as private, controlled, or protected.
- b. Official LEA policies, contracts, minutes, and accounts.
- c. Names, gender, job titles, job descriptions, business addresses, business telephone numbers, gross salaries, working hours, and dates of employment of all current and former employees.

### B. Private Records

1. Private records are those set forth in [Utah Code §63G-2-303](#) including:

- a. Personnel files including applications, nominations, recommendations, evaluations, and proposals for advancements or appointments.
- b. Documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, individual medical condition, and military status.

2. Private records shall be open only to the subject of the record and other authorized individuals or agencies.

### C. Controlled Records

1. Controlled records are those set forth in [Utah Code §63G-2-304](#) including records containing medical, psychiatric, or physiological data on an individual which, if disclosed, could be detrimental to the individual's mental health or safety.

2. Controlled records shall be open only to authorized persons or agencies but are not open to the subject of the record.

### D. Protected Records

1. Protected records are those set forth in [Utah Code §63G-2-305](#) including:

- Any information that, if disclosed, would jeopardize the life or safety of an individual or security of LEA property or programs.
- Documents that, if disclosed, would place the LEA at a disadvantage in contract negotiations, property transactions, or bargaining position or could enable circumvention of an audit.
- Records related to potential litigation or personnel hearings.

- Records generated in meetings that are closed in accordance with the [Utah Open and Public Meetings law](#).
  - Test questions.
2. Protected records shall be open only to authorized individuals and agencies or in response to court order.
- E. Restricted Records
1. A record to which access is restricted pursuant to court rule, another state statute, federal statute, or federal regulation, including records for which access is governed or restricted as a condition of participation in a state or federal program or for receiving state or federal funds. [Utah Code, §63G-2-201 \(3\)\(b\)](#).
  2. All student records are designated as “education records” and the disclosure of such education records is not governed under GRAMA but under the [Family Education Rights and Privacy Act of 1974 \(FERPA\) \(20 U.S.C. Section 1232 \(g\); 34 C.F.R. 99, et seq.\)](#). The LEA may not release information related to educational records without parental consent, except as provided in FERPA.

### VIII. Fees

Fees shall be assessed in accordance with [Utah Code §63G-2-203](#). The LEA may charge reasonable fees to cover the actual cost of providing records, including:

- Copying costs: \$0.25 per page
- Postage: as required by U.S. Postal Service
- Other Actual Costs: USB (\$10-25), etc.
- Employee time required to search for, compile, or review records: approximately \$20-65/hour
  - Fees are based on the hourly rate of the lowest-paid employee capable of doing the work and/or accessing the requested records.
- The LEA may provide an estimate of fees to the requester before officially initiating the request. Time to develop the estimate will not exceed 15-30 minutes.
- The LEA may require prepayment if estimated fees exceed \$50 or if the requester has not paid for previous requests.
- A requester may request a fee waiver, which the Records Officer will evaluate under the criteria set forth in statute.

Waiver of Fees.

- Waiver of Fees: Fees for duplication and compilation of a record may be waived under certain circumstances described in [Utah Code §63G-2-203 \(4\)](#).
- Requests for a fee waiver must be made in writing to the LEA GRAMA/Records Officer(s).

### IX. Denial of Access

If access to a record is denied, in whole or in part, the Records Officer shall issue a written denial that includes:

- The legal basis for denial.
- The record classification; and
- Notice of the requester’s right to appeal.

### X. Appeals

A requester may appeal a denial of access or denial of a fee waiver by submitting a written appeal to the Summit Academy Executive Director within the time limits established by [Utah Code §63G-2-401](#).

Further appeals may be made to the State Records Committee or a court of competent jurisdiction provided by law.

### XI. Records Retention and Destruction

The Local Education Agency (LEA) shall retain and dispose of records in accordance with the Utah Government Records Access and Management Act (GRAMA) and applicable records retention

guidelines approved by the State Records Committee. Records not covered by the general schedules shall be submitted to the State Records Committee for planning and shall be managed in compliance with approved Utah State Archives schedules, GRAMA requirements, and applicable federal laws.

No record that is the subject of a pending GRAMA request, appeal, or judicial review shall be destroyed until the matter is fully resolved.

## **XII. Training and Compliance**

LEA administrators and staff with records management responsibilities shall receive training as necessary to ensure compliance with GRAMA and this policy.

## **XIII. Policy Review**

This policy shall be reviewed periodically by the Governing Board and updated as necessary to reflect changes in law or best practices.

## **XIV. References**

[Utah Code §63G-2-401.](#)

[Utah Code §63G-2-203](#)

[Utah Code §63G-2-301](#)

[Utah Code §63G-2-302](#)

[Utah Code §63G-2-304](#)

[Utah Code §63G-2-305](#)

[Utah Code §63G-2-204](#)

[Utah Code §63G-2-101](#)

[Utah Code §63G-2-201\(3\)\(b\)](#)

[Utah Open Records Portal](#)

[Summit Academy LEA Website](#)

## **XV. Attachments**

[Summit Academy GRAMA Request Form](#)

## **XVI. Revision History and Approval Date**

Original Date: April 16, 2026