

MURRAY CITY SCHOOL DISTRICT

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Statement of.....

## Policy and Responsibility

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SUBJECT: RECORDS AND MANAGEMENT ACT

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### DEFINITIONS

- A. MSD means the Murray School District.
- B. "GRAMA" means the Government Records and Management Act as enacted by the 1992 Utah Legislature, Section 63-2-101 through 909 UCA 1953, and modified by the 2002 Utah Legislature, Sections 63-2-206 and 63-2-302. Electronically transmitted data and electronic databases of the nature described in GRAMA are considered to have the same status as mechanical records.
- C. "Board" means the Murray School District Board of Education.
- D. "Superintendent" means the Superintendent of the Murray School District.

### AUTHORITY AND PURPOSE

- A. This policy is authorized by Section 63-2-204 which allows a governmental entity to make rules regarding the entity's records and by 53A-4-402 (14) UCA which authorizes the Board to adopt rules in accordance with its responsibilities.
- B. The purpose of this rule is to provide procedures for appropriate access to government records.

### ALLOCATION OF RESPONSIBILITIES WITHIN THE MSD

Both the MSD and the Board shall be considered a single governmental entity for the purpose of this rule and the Superintendent shall be considered the head of the entity.

### REQUESTS FOR ACCESS

- A. Requests for access to MSD government records should be written and directed to the MSD Records Officer, 147 East 5065 South. Murray, Utah 84107
- B. Payment of past fees or future estimated fees expected to exceed \$50.00 or both may be required before the MSD Records Officer begins to process a request.

- C. There shall be no charge made by the Board or MSD for:
  - 1. inspection of records;
  - 2. a reasonable request that requires the segregation of records; or
  - 3. an inspection of the requested records to determine the requester's right to access.
  
- D. Waiver of Fees
  - 1. Fees for duplication and compilation of a record may be waived under the circumstances described in Section 63-2-302 (3) or other circumstances as determined by MSD on a case by case basis.

#### OTHER REQUESTS

- A. For Research purposes
  - 1. Access to private or controlled records for research purposes is allowed by Section 63-2-202 (8) UCA
  - 2. Such requests shall be made to the designated Records Officer.
  
- B. To Amend a Record
  - 1. An individual may contest the accuracy or completeness of a document pertaining to him owned by the MSD pursuant to Section 63-2-603.
  - 2. The request to amend shall be made to the designated Records Officer.
  - 3. Appeals of requests to amend a record shall be handled as informal hearings under the Utah Administrative Procedures Act.