

MURRAY CITY SCHOOL DISTRICT

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Statement of.....

Policy and Responsibility

SUBJECT: RECORDS AND MANAGEMENT ACT

DEFINITIONS

- A. MCSD means the Murray City School District.
- B. "GRAMA" means the Government Records and Management Act, Section 63G-2-101 through 909 of the Utah Code.
- 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 63G-2 which allows a governmental entity to make rules regarding the entity's records and by 53A-3-4 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 MCSD 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 MCSD government records should be written and directed to the MCSD Records Officer, care of the Murray City School District.
- B. Payment of past fees or future estimated fees expected to exceed \$50.00 or both may be required before the MCSD Records Officer begins to process a request.
- C. There shall be no charge made by the Board or MCSD 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 63G-2-203 or other circumstances as determined by MCSD 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 63G -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 MCSD 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.