



**Hawthorn Academy**  
**Policy: Government Records Access Management Act (GRAMA) Policy**  
**Adopted: October 10, 2018**

**Policy**

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

**Records Officer**

The School’s Director is designated as the Records Officer for all records requests. The Director may delegate responsibility for complying with GRAMA and responding to records requests to other individuals as appropriate.

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

**Records Classification**

As records requests are made, the records officer shall evaluate School records and make designations and classifications as set forth in Utah Code § 63G-2-307.

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
- Limited records as described in Utah Code § 63G-2-201 (3)(b).

**Record Access**

A person requesting a record must make a written request directed to the records officer. Upon request, records classified as public may be inspected by any person during normal working hours in accordance with Utah Code § 63G-2-201.

Upon request, private, controlled and protected records shall be disclosed in accordance with Utah Code § 63G-2-202.

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

**Fees**

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

Fees for duplication and compilation of a record may be waived under certain circumstances described in Utah Code § 63G-2-203 (4).

**Appeals**

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 President according to time limits and provisions of Utah Code § 63G-2-401.

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 Utah Code § 63G-2-403, or petition for judicial review in district court as provided in Utah Code § 63G-2-404.

An individual may contest the accuracy or completeness of a document pertaining to that individual pursuant to Utah Code § 63G-2-603. The request should be made to the records officer (or designee).

**Approval of Board Meeting Minutes**

The Board of Directors will approve minutes of board meetings at the next regularly scheduled meeting of the Board as set forth on the annual board meeting calendar.

Signature:

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Meggen Pettit, Board President	Date