

RECORDS MANAGEMENT POLICY

The Board of Directors is committed to see that Bonneville Academy records are managed in an efficient, responsible manner. Therefore, the Board delegates to the Administration responsibility for maintaining, classifying, preserving, accessing, and destroying school records in compliance with the Government Records Access and Management Act (GRAMA), Utah Code §63-2-701, annotated 1991.

Guidelines:

A. Records Management

1. Bonneville Academy records shall be managed under the direction of the School Director.
2. The School Director shall be the records officer for all general school records including Board of Directors minutes, human resource records, and all documents related to fiscal matters such as property, budgets, payroll, accounts, contracts, etc., but may assign a designee to manage these records at his/her discretion.
3. The School Director shall be the records officer for all records related to students, but may assign a designee to manage these records at his/her discretion.

B. Records Classification

1. All Bonneville Academy records shall be classified as either public, private, controlled, protected, or exempt.

C. Public Records

1. Public records shall include:
 - a. Official minutes, actions and decisions of the Board of Directors and School Administration unless the record involves information which is classified as private, controlled, or protected.
 - b. Official School and school 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.
 - d. Documents showing formal criminal charges against an employee unless, in the judgment of the School Director, the charges are groundless or the charges are not sustained.
2. Public records shall be open for public inspection during regular office hours as defined in section H Access to School Records.

D. Private Records

1. Private records shall include:
 - 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.
 - c. Individual student records.
2. Private records shall be open only to the subject of the record and other authorized individuals or agencies. Access to student records shall be provided in accordance with

the Family Educational Rights and Protection Act (FERPA).

E. Controlled Records

1. Controlled records shall include 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.

F. Protected Records

1. Protected records shall include:
 - a. Any information that, if disclosed, would jeopardize the life or safety of an individual or security of School property or programs.
 - b. Documents that, if disclosed, would place the school at a disadvantage in contract negotiations, property transactions, or bargaining position or could enable circumvention of an audit.
 - c. Records related to potential litigation or personnel hearings.
 - d. Records generated in meetings which are closed in accordance with the Utah Open and Public Meetings law.
 - e. Test questions.
1. Protected records shall be open only to authorized individuals and agencies or in response to court order.

G. Exempt Records

1. Exempt records shall include student records which are protected by the Family Educational Rights and Protection Act (FERPA).

H. Access to School Records

1. All Requests must be submit in writing by using the Bonneville Academy GRAMA Request form. Requests to view school records should be addressed to the appropriate records officer during regular business hours.
2. Individuals requesting to view records classified as private, controlled, or protected shall be required to prove their right to access the record through personal identification, written release from the subject of the record, power of attorney, court order, or other appropriate means.
3. The records officer shall determine whether access to the requested record(s) is to be granted or denied.
 - a. If the request is approved, the records shall be provided as soon as possible and not more than 10 working days from the date the request was received.
 - b. If the request is denied, the records officer must specify the reason, and the requester shall be informed of the right to appeal.

I. Appeals Process

1. Appeals to the Board of Directors
 - a. The requester shall file a written request for a hearing with the Board Secretary at least ten days before the requested hearing date.
 - b. Upon receiving the request, the Board Secretary shall schedule a mutually convenient date, time, and location for the hearing and notify all parties and post the meeting as required under open meetings law.
 - c. The requester has the right to be represented by legal counsel at the hearing.

- i. If the requester is to be represented by legal counsel, the administration must be notified at least 10 working days in advance of the hearing.
 - ii. If the requester has legal counsel present at the hearing, the administration may also be represented by legal counsel.
- d. Within 10 working days of the hearing, the Board Secretary shall notify the requester in writing of the Board's decision.

J. Copying School Records

1. The School may charge a fee for duplicating school records that is equal to the actual duplication cost plus any employee time involved.
2. The School shall refuse to allow duplication of copyrighted materials.
3. The School shall charge 5 cents per page for duplicating records, plus the cost of labor involved at the rate of \$12 per hour.

K. Retention of School Records

1. The School shall adhere to the Utah School Districts General Retention Schedule for records retention approved by the State Records Committee.
2. Records which are not covered by the general schedule shall be submitted to the State Records Committee for scheduling.

Approved: