

1 **Public Information Program: Public Records**

2 **Policy Purpose**

3 This policy is adopted pursuant to the Government Records Access and Management Act Utah
4 Code § 63G-2-701 (“GRAMA”) and applies to District records relating to information practices,
5 including classification, designation, access, denials, segregation, appeals, management,
6 retention, and amendment of documents. [Note: Upon adoption, a school district GRAMA policy
7 must be filed with the state archives within 30 days of the policy’s effective date.]

8 *Utah Code § 63G-2-701 (2017)*

9 **Privileged Document**

10 The District reserves the right to claim a privilege with respect to all documents which are subject
11 to attorney work product, attorney-client, physician-patient, psychiatrist-patient or other statutory
12 privilege.

13 **Appropriate Requester of Records**

14 Every person has the right to inspect a public record free of charge and the right to copy a public
15 record in compliance with the terms of this policy. (There are some restrictions applicable to
16 persons confined in correctional facilities after conviction.) The procedure for requesting a record
17 is set forth below. A “public record” generally means any record that is not private, controlled, or
18 protected. However, a “public record” does not include a record to which access is restricted
19 pursuant to a court rule, a federal regulation, another statute, or records to which access is
20 restricted or governed as a condition of participation in a state or federal program or for receiving
21 state or federal funds.

22 For purposes of this policy, “records” do not include: temporary drafts or other materials prepared
23 for the originator’s personal use or for the personal use of another, personal notes, notes kept in
24 personal journals, diaries or other day timers, notes of informal observations, notes of evaluations
25 or materials owned by the originator in his or her private capacity, documents relating to the
26 Board of Education’s actions in a quasi-judicial capacity, books or other items catalogued in
27 District libraries, copyrighted material (unless copyrighted by a government entity), or computer
28 programs or software. In addition, GRAMA does not apply to District documents and information
29 relating to security plans; security codes, combinations, and passwords; passes and keys;
30 security procedures; and building and public works designs to the extent that those relate to
31 ongoing security measures.

32 *Utah Code § 63G-2-204(1) (2017)*

33 *Utah Code § 63G-2-201 (2017)*

34 *Utah Code § 63G-2-106) (2008)*

35 **Public Records**

36 Public records shall include:

- 37 1) official minutes,
38 2) actions and decisions of the Board of Education and District Administration;
39 3) official District and school:
40 a) policies
41 b) contracts
42 c) accounts
43 d) employment records of former and current employees and officers to the extent they
44 disclose only:
45 i. names
46 ii. gender

- 47 iii. job titles
- 48 iv. job descriptions
- 49 v. business address
- 50 vi. business telephone number
- 51 vii. gross salaries
- 52 viii. working hours and dates of employment
- 53 4) any other record properly identified as public in accordance with Utah Code § 63G-2-301
- 54 unless the record involves information which is classified as private, controlled or
- 55 protected.

56 Public records shall also include formal charges or disciplinary actions against a current or former
 57 employee if the disciplinary action has been completed, all time periods for administrative appeal
 58 have expired, and the charges on which the disciplinary action was based were sustained.

59 *Utah Code § 63G-2-301 (2018)*

60 **Availability of Public Records**

61 Public records shall be open for public inspection during regular office hours, subject to
 62 compliance with the procedures set forth in this policy.

63 **Private Documents**

64 The District hereby designates all documents identified in Utah Code § 63G-2-302(1)(a) through
 65 (c), (g) through (i), (k), and 302(2) as “private data,” including specifically but not limited to:

- 66 1) All private personnel records contained in a personnel file, applications, nominations, or
- 67 recommendations for employment, advancement or appointment (with the exception of
- 68 those portions of personnel records identified as public above);
- 69 2) Any formal employee evaluation signed by the employee;
- 70 3) Records showing an individual’s home address, home telephone number, social security
- 71 number, insurance coverage, marital status, payroll deductions, race, religion or
- 72 disabilities or military status;
- 73 4) Records touching upon an individual’s eligibility for unemployment benefits, social
- 74 services, or welfare benefits;
- 75 5) Records touching upon an individual’s personal finances, except for the compensation
- 76 information identified as public above, information provided to the Board for the purpose
- 77 of complying with a financial assurance requirement, or records that must be disclosed
- 78 pursuant to another statute;
- 79 6) Records touching upon any individual’s medical or psychological condition, past or
- 80 present; or
- 81 7) Any record the disclosure of which would constitute a clearly unwarranted invasion of
- 82 personal privacy.

83 *Utah Code Ann. §63G-2-302 (2018)*

84 In addition, in determining whether a record is properly classified as private, the District shall
 85 consider and weigh any personal privacy interests, including those in images that would be
 86 affected by disclosure of the record and any public interests served by disclosure.

87 [Utah Code § 63G-2-201\(14\) \(2017\)](#)

88 **Student Records**

89 All student records are designated as “education records” and the disclosure of such education
 90 records is not governed under GRAMA but under 20 U.S.C. §1232(g) and 34 C.F.R. §99 et seq.
 91 and 34 C.F.R. §300 et seq. The District may not release information related to educational

92 records without parental consent, except as provided in the Family Educational Rights and
93 Privacy Act (FERPA). See Policy FE Student Records.

94 [Utah Code § 63G-2-107\(2\) \(2016\)](#)

95 **Availability of Private Records**

96 Upon an appropriate written request from the subject of the records, or the parent or legal
97 guardian of an unemancipated minor who is the subject of the record, the District shall disclose
98 private records and other private data only to:

- 99 1) the subject of the record, or
- 100 2) the parent or legal guardian of an unemancipated minor who is the subject of the private
101 record, or
- 102 3) the legal guardian of a legally incapacitated individual who is the subject of the private
103 record, or
- 104 4) any individual who has a power of attorney from the subject of the record, or who submits
105 a notarized release from the subject of the record, or
 - 106 a) his legal representative which is dated not more than ninety (90) days before the date
107 the request is made, or
 - 108 b) pursuant to an order of a court of competent jurisdiction to disclose such record.

109 [Utah Code § 63G-2-202\(1\) \(2018\)](#)

110 **Controlled Records**

111 A record is controlled if:

- 112 1) the record contains medical, psychiatric, or psychological data about an individual;
- 113 2) the governmental entity reasonably believes that:
 - 114 a) releasing the information in the record to the subject of the record would be
115 detrimental to the subject's mental health or to the safety of any individual; or
 - 116 b) releasing the information would constitute a violation of normal professional practice
117 and medical ethics; and,
 - 118 c) the governmental entity has properly classified the record.

119 Records showing medical or psychological tests of a student may be disclosed to persons within
120 the school district who are members of that student's individual education program (IEP) team.

121 [Utah Code § 63G-2-304 \(2008\)](#)

122 **Availability of Controlled Records**

123 Upon proper request, the District shall disclose a controlled record to:

- 124 1) a physician, psychologist, certified social worker, insurance provider or producer, or a
125 government public health agency upon submission of:
 - 126 a) a release from the subject of the record that is dated no more than 90 days prior to
127 the date the request is made; and
 - 128 b) a signed acknowledgment of the terms of disclosure of controlled information as
129 provided by GRAMA; and
- 130 2) any person to whom the record must be disclosed pursuant to a court order or legislative
131 subpoena.

132 [Utah Code §63G-2-202\(2\)\(a\) \(2018\)](#)

133 **Protected Records**

134 The District hereby designates as “protected data” all records identified in Utah Code § 63G-2-
135 305, including but not limited to:

- 136 1) Any document disclosing a trade secret as defined in Utah Code § 13-24-2 if the person
137 submitting that information to the District has provided the District with the information
138 specified in Utah Code § 63G-2-309;
- 139 2) commercial information or nonindividual financial information from a person if;
- 140 a) disclosure of that information could reasonably be expected to result in unfair
141 competitive injury to the person submitting the information or would impair the ability
142 of the District to obtain necessary information in the future;
- 143 b) the person submitting the information has a greater interest in prohibiting access
144 than the public in obtaining access; and
- 145 c) the person submitting the information has provided the District with the information
146 specified in Utah Code § 63G-2-309;
- 147 3) Test questions or answers;
- 148 4) Any document the disclosure of which would impair procurement proceedings or give an
149 unfair advantage to a person or entity proposing to enter into a contract with the District,
150 except that (subject to 1 and 2 above), once the contract has been awarded, neither an
151 unsolicited proposal nor a bid, proposal, or application submitted to the District in
152 response to a request for bids, a request for proposals, a grant, or similar document is no
153 longer considered a Protected document;
- 154 5) Information submitted to or by the District in response to a request for information except
155 (subject to the restrictions noted above regarding trade secrets and commercial
156 information) (a) after a contract directly relating to the request for information has been
157 awarded and signed by all parties or (b) at least 2 years and 1 day have passed since the
158 issuance of the request for information and the District has made a final determination not
159 to enter into a contract that relates to the subject of the request;
- 160 6) Records that would identify real property or the appraisal or estimated value of real or
161 personal property, including intellectual property, under consideration for acquisition by
162 the District before any rights to the property are acquired unless:
- 163 a) Public interest in obtaining access to the information outweighs the District’s need
164 to acquire the property on the best terms possible;
- 165 b) The information has already been disclosed to persons not employed by or under a
166 duty of confidentiality to the District;
- 167 c) In the case of records identifying the property, potential sellers of the property have
168 already learned of the District’s plans to acquire the property;
- 169 d) In the case of records identifying the appraisal or estimated value of the property,
170 the potential sellers have already learned of the District’s estimated value of the
171 property; or
- 172 e) The property the District is considering acquiring is a single-family residence and
173 the District has initiated negotiations to acquire the property under Utah Code §
174 78B-6-505;
- 175 7) Records prepared in contemplation of the sale, exchange, lease, rental or other
176 compensated transaction of real or personal property (including intellectual property),
177 which if disclosed prior to completion of the transaction would reveal the appraised or
178 estimated value of the property unless:

- 179 a) The public interest in access outweighs the interests in restricting access, including
180 the District's interest in maximizing the financial benefit of the transaction; or
- 181 b) When prepared by or on behalf of the District, appraisals or estimates of the value
182 of the subject property have already been disclosed to persons not employed by or
183 under a duty of confidentiality to the District;
- 184 8) A Records created or maintained for administrative enforcement purposes or audit
185 purposes or for discipline purposes if release of the records could reasonably be
186 expected to interfere with investigations undertaken for discipline purposes, could
187 reasonably be expected to interfere with audits or disciplinary proceedings, would create
188 a danger of depriving a person of a right to an impartial hearing, or reasonably could be
189 expected to disclose investigative or audit techniques, procedures, policies, or orders not
190 generally known if disclosure would interfere with audit efforts;
- 191 9) Any record that may jeopardize the life or safety of an individual if disclosed;
- 192 10) Any records which may jeopardize the security of District property or programs;
- 193 11) Records that are subject to the attorney client privilege;
- 194 12) Records touching upon issues of actual or potential litigation;
- 195 13) Drafts, unless otherwise classified as public;
- 196 14) Records prepared for or by an attorney, consultant, surety, indemnitor, insurer,
197 employee, or agent of District for, or in anticipation of, litigation or a judicial, quasi-judicial,
198 or administrative proceeding;
- 199 15) Records touching upon collective bargaining strategy or strategy about imminent or
200 pending litigation;
- 201 16) Records touching upon occurrences covered by the Division of Risk Management;
- 202 17) Records (including recordings) generated in a meeting closed in accordance with the
203 Utah Open and Public Meetings Act;
- 204 18) Records, other than personnel evaluations, that contain a personal recommendation
205 concerning an individual if disclosure would constitute a clearly unwarranted invasion of
206 personal privacy, or disclosure is not in the public interest;
- 207 19) Materials to which access must be limited for purposes of securing or maintaining the
208 District's proprietary protection of intellectual property rights including patents, copyrights,
209 trademarks and trade secrets;
- 210 *Utah Code § 63G-2-305 (2018)*

211 **Availability of Protected Records**

212 Upon proper request, the District shall disclose a protected record to:

- 213 1) the person that submitted the record;
- 214 2) any other individual who:
- 215 a) has a power of attorney from all persons, governmental entities, or political
216 subdivisions whose interests were sought to be protected by the protected
217 classification; or
- 218 b) submits a notarized release from all persons, governmental entities, or political
219 subdivisions whose interests were sought to be protected by the protected
220 classification or from their legal representatives dated no more than ninety (90) days
221 prior to the date the request is made;
- 222 3) any person to whom the record must be provided pursuant to a court order or legislative
223 subpoena as provided by statute.

224 *Utah Code § 63G-2-202(4) (2018)*

225 Exempt records include student records, which are protected by the Family Educational Rights
226 and Privacy Act.

227 **Copyrighted or Patented Materials**

228 Any document which is copyrighted, either by formal filing under federal copyright laws or by
229 informal claim of copyright, or which is covered by a patent, trademark or other protected
230 designation, shall not be copied or provided to any person without an order of a court of
231 competent jurisdiction ordering such disclosure or written permission from the author of the
232 record.

233 *Utah Code § 63G-2-103(22)(b)(iv) (2018)*

234 *Utah Code § 63G-2-305(36) (2018)*

235 **Sharing Records**

236 The District shall provide a private, controlled, or protected record to another governmental entity,
237 a political subdivision, a government-managed corporation, the federal government, or another
238 state if the requesting entity:

- 239 1) is entitled by law to inspect the record; or
240 2) is required to inspect the record as a condition of participating in a state or federal
241 program or for receiving state or federal funds.

242 The District may provide a record that is private, controlled, or protected to another governmental
243 entity, a government managed corporation, a political subdivision, the federal government, or
244 another state if the requesting entity:

- 245 1) serves as a repository or archives for purposes of historical preservation, administrative
246 maintenance, or destruction;
247 2) enforces, litigates, or investigates civil, criminal, or administrative law, and the record is
248 necessary to a proceeding or investigation;
249 3) is authorized by state statute to conduct an audit and the record is needed for that
250 purpose;
251 4) is one that collects information for presentence, probationary, or parole purposes; or
252 5) is the Utah Legislature, a legislative committee, a member of the Legislature, or a
253 legislative staff member acting at the request of one of these entities and the record is
254 requested in connection with the Legislatures duties including preparation or review of a
255 legislative proposal or legislation, appropriations, or an investigation or review by the
256 Legislature or a legislative committee.

257 The District may provide a private, controlled or protected record to another governmental entity,
258 a political subdivision, a government managed corporation, the federal government, or another
259 state if the requesting entity provides written assurance:

- 260 1) that the record or record series is necessary to the performance of the governmental
261 entity's duties and functions;
262 2) that the record or record series will be used for a purpose similar to the purpose for which
263 the information in the record or record series was collected or obtained; and
264 3) that the use of the record or record series produces a public benefit that outweighs the
265 individual privacy right that protects the record or record series.

266 *Utah Code §63G-2-206 (2012)*

267 The District may disclose records that may evidence or relate to a violation of the law to a
268 government prosecutor, peace officer, or auditor.

269 *Utah Code § 63G-2-206(9) (2012)*

270 A governmental entity, including the District, that receives a record pursuant to this policy,
271 Sharing Records, or Utah Code § 63-2-206, is subject to the same restrictions on disclosure of
272 the record as the originating entity.

273 *Utah Code § 63G-2-206(6) (2012)*

274 **Procedures**

275 A person may request access to the District's records if that person meets the requirements set
276 forth in this policy and submits a written request containing the requestor's name, mailing
277 address, daytime telephone number, a specific description of the records requested and showing
278 the requestor's status as one entitled to access to such records. Each requestor shall submit a
279 written request specifically identifying those documents requested. The request shall specifically
280 state whether:

- 281 1) the requester seeks only to inspect the records;
- 282 2) the requester seeks to inspect and obtain copies of records; or
- 283 3) the requester seeks to have the District identify and provide copies of the requested
284 records, without prior inspection by the requester.

285 In the event that copies of records are requested, the requester shall pay fees as set forth below.

286 **Procedures for Electronic Records**

287 In submitting the records request, the requester shall also state if the requester desires copies of
288 the records in electronic format. Upon receipt of such a request, the District shall provide records
289 in electronic format if otherwise appropriate under this policy and if all of the following
290 requirements are met: (1) the District maintains the records in a format that is reproducible, (2)
291 the record can be provided to the requester without reformatting or conversion, and (3) the
292 electronic copy either does not disclose other records which are exempt from disclosure or the
293 electronic records to be disclosed can be segregated from those not to be disclosed without
294 undue expense to the District.

295 *Utah Code § 63G-2-201(13) (2017)*

296 **Records Officer**

297 The Superintendent shall appoint a "records officer" to work with Division of Archives and
298 Records Service in the care, maintenance, scheduling, designation, classification, disposal, and
299 preservation of records.

300 Each records officer shall, on an annual basis, successfully complete online training and obtain
301 certification from Division of Archives and Records Service.

302 *Utah Code § 63G-2-103 (25) (2018)*

303 *Utah Code § 63G-2-108 (2012)*

304 **Access to District Records**

305 A request to view District records should be addressed to the appropriate records officer during
306 regular business hours. Individuals requesting to view records classified as "Private,"
307 "Controlled," or "Protected" must prove their right of access to the records through personal
308 identification, written release from the subject of the record, power of attorney, court order or
309 other appropriate means.

310 The records officer shall determine whether access to the requested records is to be granted or
311 denied.

312 If the request is granted, the record shall be provided as soon as possible and not more than ten
313 (10) business days from the date the request is received unless extraordinary circumstances as
314 identified in Utah Code § 63G-2-204(5) require a longer period of time. If the requester seeks an
315 expedited response, the time for response to the request shall be five (5) business days if the
316 requester demonstrates that the request benefits the public rather than the requester. This public
317 benefit is presumed if the request is made to obtain information for a story or report for publication
318 or broadcast to the general public. The District shall promptly evaluate all requests for expedited
319 responses and if the District determines that the requester has not demonstrated that the request
320 is for public benefit and that the response to the request will therefore not be expedited, the
321 District shall so inform the requester within five (5) business days of the request.

322 If the request is denied wholly or partly, the records officer must provide a written denial which:

- 323 1) Describes the records or parts of the records to which access is denied (provided that the
324 description does not disclose private, controlled, or protected information);
- 325 2) Cites to the provisions of the Open and Public Meetings Act or other law or regulation
326 exempting the record or parts of the record from disclosure (provided that this does not
327 disclose private, controlled, or protected information);
- 328 3) State that the requester has the right to appeal the denial to the superintendent;
- 329 4) States that the appeal must be made within 30 days after the denial is sent; and
- 330 5) State the superintendent's name and address.

331 The written denial is to be sent to the requester's address or personally delivered to the
332 requester.

333 *Utah Code § 63G-2-205 (2008)*

334 If the records are not maintained by the District, the requester should be informed that the records
335 cannot be provided for that reason.

336 If the District determines that extraordinary circumstances as identified in Utah Code § 63G-2-
337 204(4) require a longer time for response, the District shall notify the requester of that
338 determination within ten business days (five for public benefit requests) and shall describe in the
339 notice the circumstances which constitute the extraordinary circumstances and shall inform the
340 requester when the records or shall be available or response shall be made consistent with Utah
341 Code § 63G-2-204(6).

342 *Utah Code § 63G-2-204 (2017)*

343 **Fees for Search and/or Duplication of Records**

344 A fee shall be charged for the District's actual cost of duplicating a requested record and also for
345 the personnel time in compiling and obtaining the record at current cost.

346 However, no fee may be charged for:

- 347 1) the time and work required to determine whether the record is subject to disclosure
348 (beyond that needed to retrieve the record or compiling, formatting, manipulating,
349 packaging, summarizing, or tailoring the record as needed to meet the request, which
350 can be charged as set out above); or
- 351 2) the requester's inspecting the record; or
- 352 3) the first quarter-hour of staff time in compiling and obtaining the record.

353 An additional fee of the current cost for notary work shall be charged per each page of a
354 document which has been requested to be certified.

355 Before beginning to process a request, the District shall require the requester to pay any past
356 unpaid fees of the requester and shall require the payment of the estimated future fees if those
357 are expected to exceed \$50.00.

358 *Utah Code § 63G-2-203 (2016)*

359 **Right to Require Requester to Make Copies**

360 If an appropriate requester requests to have copies of more than fifty (50) pages of records, the
361 District may in its sole discretion provide the requestor with facilities to make copies and require
362 the requester to make copies him or herself at his or her own expense.

363 *Utah Code § 63G-2-201(10) (2017)*

364 **Appeals Process**

365 An appeal of an access denial may be made by the requester or by any interested party. (An
366 “interested party” is a person other than the requester who is aggrieved by an access denial. An
367 “access denial” is the complete or partial refusal to disclose a record or the failure to respond or
368 to timely respond to a records request.) The requester may also appeal a denial of a request to
369 waive fees or the records officer’s determination that extraordinary circumstances exist justifying
370 additional time for responding and the date determined for response.

371 [*Utah Code § 63G-2-203\(6\) \(2016\)*](#)

372 [*Utah Code § 63G-2-400.5 \(2015\)*](#)

373 [*Utah Code § 63G-2-401 \(2017\)*](#)

374 An appeal is made by filing a notice of appeal with the superintendent within 30 days after (1) the
375 District sends or delivers the notice of denial or denies a request to waive fees, (2) the records
376 request is considered denied because the District has not timely responded to the request, or (3)
377 the District gives notice of the claim of extraordinary circumstances justifying a longer time for
378 responding.

379 [*Utah Code § 63G-2-401\(1\) \(2017\)*](#)

380 The notice of appeal must include (1) the name, mailing address, and daytime telephone number
381 of the requester or interested party and (2) the relief sought. The appealing party may also file a
382 short statement of facts, reasons, and legal authority in support of the appeal.

383 [*Utah Code § 63G-2-401\(2\), \(3\) \(2017\)*](#)

384 If the appeal involves a record which is subject to a claim of business confidentiality, then the
385 superintendent shall send notice of the appeal to the person claiming business confidentiality
386 within three business days after receiving the notice of appeal (or, if the notice has to be given to
387 more than 35 persons, as soon as reasonably possible). The superintendent shall also send
388 notice to the appealing party of the business confidentiality claim and the schedule for deciding
389 the appeal within three business days after receiving the notice of appeal. The business
390 confidentiality claimant has seven business days after the superintendent sends notice to the
391 claimant in which to submit further support of the claim of confidentiality.

392 [*Utah Code § 63G-2-401\(4\) \(2017\)*](#)

393 The superintendent shall rule on the appeal within ten business days of receiving the notice of
394 appeal unless the requester or interested party demonstrates that an expedited decision
395 benefits the public rather than the requester or interested party, in which case the
396 superintendent shall rule on the appeal within five business days of receiving the notice of
397 appeal. However, if the record is subject to a claim of business confidentiality, the superintendent
398 shall rule on the appeal within twelve business days after the superintendent sends the notice of
399 appeal to any individual asserting a claim of business confidentiality. If the superintendent does
400 not rule on the appeal within these time periods, then the superintendent is deemed to have
401 affirmed the access denial or the claim of extraordinary circumstances requiring additional time to
402 respond or the extended date to respond.

403 [*Utah Code § 63G-2-401\(5\) \(2017\)*](#)

404 The District shall send written notice of the superintendent's decision to all participants. If the
405 superintendent in whole or in part affirms the access denial, this notice shall state (1) that the
406 appealing party has the right to appeal the decision to the State Records Committee or to a state
407 district court, and (2) the name and business address of the executive secretary of the State
408 Records Committee. The time for filing an appeal to the State Records Committee is thirty days
409 after the superintendent's decision is issued. However, if the issue was a claim of extraordinary
410 circumstances or an extended response date based on extraordinary circumstances and if the
411 superintendent does not make a decision, then the appeal to the State Records Committee may
412 be filed within forty-five days of the original records request. If the appeal is by filing a petition for
413 judicial review in district court, the petition must be filed within thirty days of the superintendent's
414 decision.

415 [Utah Code § 63G-2-401\(7\) \(2017\)](#)

416 [Utah Code § 63G-2-403\(1\) \(2018\)](#)

417 [Utah Code § 63G-2-404\(1\)\(a\) \(2017\)](#)

418 An individual who is aggrieved by the District's classification or designation of records for GRAMA
419 purposes (but who is not requesting access to the records) may appeal the District's action to the
420 superintendent following these procedures. However, if the non-requesting party is the only party
421 appealing, the decision on the appeal is to be made within thirty days of the notice of appeal.

422 [Utah Code § 63G-2-401\(8\) \(2017\)](#)

423 **Retention of District Records**

424 The District shall adhere to the general schedule for records retention approved by the State
425 Records Committee. Records which are not covered by the general schedule shall be submitted
426 to the State Records Committee for scheduling.

427 **Amendment of Records**

428 An individual may contest the accuracy or completeness of any public, or private, or protected
429 record concerning him/her by requesting the School District to amend the record. However, this
430 provision does not affect the right of access to private or protected records. This provision does
431 not apply to records relating to title of real property, medical records, judicial case files, or any
432 other records that the School District determines must be maintained in their original form to
433 protect the public interest or preserve the integrity of the record keeping system.

434 [Utah Code § 63G-2-603 \(2008\)](#)

435 **Request to Amend**

436 The request to amend shall contain the requester's name, mailing address, daytime telephone
437 number and a brief description explaining why the specific record should be amended.

438 [Utah Code § 63G-2-603\(2\)\(b\) \(2008\)](#)

439 **Response**

440 The School District shall issue an order either approving or disapproving the request to amend no
441 later than thirty (30) days after the request is made. The order shall state reasons for the
442 decision. If the request is denied, the requester may submit a written statement contesting the
443 information in the record. The School District shall place the statement with the record, if
444 possible, and disclose the statement whenever the contested record is disclosed.

445 [Utah Code § 63G-2-603\(5\), \(6\) \(2008\)](#)

446 **Notice to Provider of Information**

447 The District shall post a notice and explain upon request to a person who is asked to furnish
448 information that could be classified as a private or controlled record:

- 449 1) The reasons the person is asked to furnish information that could be classified as a
450 private or controlled record;
- 451 2) The intended uses of the information;

- 452 3) The consequences for refusing to provide the information; and
- 453 4) The reasons and circumstances under which the information may be shared with or
- 454 provided to other persons or governmental agencies.
- 455 *Utah Code § 63G-2-601(2), (3) (2008)*