



**Provo City School District**  
**Policy Series 7000: Community**

**Policy No. 7040**

**Records Access and Management/GRAMA**

Provo City School District seeks to comply with state laws and regulations regarding records access and management while protecting individual rights of privacy. As such, procedures have been developed pursuant with Utah Code for the managing of public access to District records. These procedures include the processing of submitted GRAMA requests, fees required for the duplication of requested records, appeals for request decisions, and other necessary guidelines for records access and management.

The Board directs the Superintendent to develop procedures in compliance with Utah state law and regulation for handling District records and GRAMA requests.

Legal References:

Utah Code 63G-2  
34 CFR Section 99

Gov. Records Access Management Act (GRAMA)  
Family Ed. Rights and Privacy Act (FERPA)

Approved by Board of Education:

August 14, 2012