**Government Records Access Management Policy**

Policy TA51111

In keeping in compliance with Utah Code 63A-12-103, Timpanogos Academy will follow all GRAMA requests in accordance with current applicable laws.

1. Appoint a records officer to oversee the classification, management, and access to records in compliance with the Government Records Access and Management Act.
2. The Principal is designated as the records manager for all files and records of the school.
3. The Principal shall appoint one or more records officers who will be trained to work with the state archives in the care, maintenance, scheduling, disposal, classification, designation, access, and preservation of records.
4. All records except "Student Records" shall be classified under one of the following categories:
	1. "Public" – Utah Code 63G-2-301
	2. "Private" – Utah Code 63G-302-303
	3. "Controlled" – Utah Code 63G-2-304
	4. "Protected" – Utah Code63G-2-305
	5. "Restricted" – Utah Code63G-2-201
5. A person may request to inspect or receive records by fill out written GRAMA request form.
6. All GRAMA requests shall be submitted to the Principal for approval.
7. Any inspection of a "public" record shall be during school operating hours by appointment only in accordance to Utah Code 63G-2-201.
8. All other GRAMA requests shall be disclosed only on accordance to Utah Code 63G-2-202.
9. Approved GRAMA requests shall be provided in a timely manner in accordance to Utah Code 63G-2-204.

**Appeals**

1. If a requester is dissatisfied with the records manager's decision, the requester may submit a written appeal to the Timpanogos Academy Board of Trustees in accordance to Utah Code 63G-2-401.
2. If the requester is dissatisfied with the decision of the Board, the requester may file an appeal to the State Records Committee in accordance to Utah Code 63G-2-403, or petition for judicial review in the district court as provided by Utah Code 63G-2-404.
3. An individual may contest the accuracy or completeness of a record in accordance to Utah Code 63G-2-603.

**Student Records**

All "Student Records" are designated as "education records" and are not governed under GRAMA but under the Family Education Rights and Privacy Act of 1974 (FERPA). The school may not release information related to educational records without parental Consent, except as otherwise provided in FERPA.

**Copyrighted or Patented Materials**

Any record which is copyrighted, either by filing under federal copyright laws or by informal claim of copyright, or which is covered by patent, trademark, or other protected designation, shall not be copied or provided to any person without a valid court ordering such disclosure or written permission from the author of record.