



## **Records Management Policy**

The Board provides that all Canyon Rim Academy records are managed in an efficient and responsible manner. Therefore, the Board delegates to the Administration the 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, as annotated in 1991.

### **Guidelines**

#### **Records Management**

- Canyon Rim Academy records shall be managed under the Administration, Business Manager, and designated staff.
- The Business Manager shall be the records officer for any documents related to fiscal matters such as property, budgets, payroll, accounts, contracts, etc.
- The Administration shall be the records officer for all records related to students.
- The Administration and Business Manager shall be the records officer for all records related to employees.

#### **Records Classification**

All Canyon Rim Academy records shall be classified as public, private, controlled, protected, or exempt.

#### **Public Records**

Public records shall include:

- Official minutes, actions and decisions of the Board of Trustees and School Administration, unless these records involve information that is classified as private, controlled, or protected.
- Official school policies, contracts, minutes, and accounts.
- 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.
- Documents showing formal criminal charges against an employee, unless, in the judgment of the Principal or Board President, the charges are groundless or the charges are not sustained.

Public records shall be open for public inspection during regular office hours

#### **Private Records**

Private records shall include:

- Personnel files including applications, nominations, recommendations, evaluations, and proposals for advancements or appointments.
- Documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, individual medical condition, and military status.
- Individual student records.

Private records shall be open only to the subject of the recorder and other authorized individuals or agencies. Access to student records shall be provided in accordance with the Family Educational Rights and Protection Act (FERPA).

#### **Controlled Records**

- 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.
- Controlled records shall be open only to authorized persons or agencies, but will not be open to the subject of the record.

## **Protected Records**

Protected records shall include:

- Any information that, if disclosed, would jeopardize the life or safety of an individual or security of school property or programs.
- 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.
- Records related to potential litigation or personnel hearings.
- Records generated in meetings which are closed in accordance with the Utah Open and Public Meetings law.
- Test questions.

Protected records shall be open only to authorized individuals and agencies or in response to court order.

## **Exempt Records**

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

## **Access to School Records**

- Requests to view school records should be addressed to the appropriate records officer during regular business hours.
- 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.
- The Administration shall determine whether access to the requested record(s) is to be granted or denied.
  - If the request is approved, the records shall be provided as soon as possible and not more than ten (10) working days from the date the request was received.
  - If the request is denied, the Principal must specify the reason, and the requester shall be informed of the right to appeal.

## **Appeals to the Board**

- The requester shall file a written request for a hearing with the Board President at least ten days before the requested hearing date.
- Upon receiving the request, the Board President shall schedule a mutually convenient date, time, and location for the hearing, notify all parties, and post the meeting as required under open meetings law.
- The requester has the right to be represented by legal counsel at the hearing.
  - 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.
  - If the requester has legal counsel present at the hearing, the Administration may also be represented by legal counsel.
- Within ten (10) working days of the hearing, the Board President shall notify the requester in writing of the Board's decision.

If the requester is not satisfied with the action recommended, an appeal may be filed with the Board of Education. If the Board upholds the action of the School Administration, the requester has the right to take any legal action open to the requester.

## **Copying School Records**

- Canyon Rim Academy shall refuse to allow duplication of copyrighted materials (except in accordance with educational copyright laws and with respect to educational materials).
- Canyon Rim Academy shall charge 10 cents per page for duplicating records, plus the cost of labor involved at the rate of \$25 per hour.

**Retention of School Records**

- Canyon Rim Academy shall adhere to the general schedule for records retention approved by the State Records Committee.
- Records that are not covered by the general schedule shall be submitted to the State Records Committee for scheduling.
- Only those confidential records required for retention at the school as per state guidelines shall be retained. The school will not retain other confidential records.