

02-04. Government Records Access and Management Act (GRAMA)

Internal Policies and Procedures of the Utah State Board of Education
Policy # 02-04
Subject: Government Records Access and Management Act (GRAMA)
Effective Date: 10/6/2010 (Procedures were in previous Public Information policy) Revision Dates: 1/19/2018
Purpose: To ensure the public has access to information concerning the Board’s public business while maintaining the right of privacy in relation to personal data gathered by the Board.
Policy: All information and records created by the Board and its sections are available to the public and news media representatives, except as restricted by Utah’s Government Records Access Management Act (GRAMA) or other statute.
References: Utah Code Annotated Title 63G, Chapter 2, Government Records Access and Management Act

Procedures:

- The USBE has designated the Director of Law and Professional Practices as the Records Officer to receive and manage all GRAMA requests.
- All requests for information subject to restriction by statute or GRAMA classification shall be referred to the USBE GRAMA Records Officer.
 - The GRAMA Records Officer shall process requests in accordance with Utah Code Annotated Title 63G Chapter 2.