



School Records Management Policy

The Board of Trustees (Board) is committed to see that Providence Hall Charter School (PHCS) records are managed in an efficient, responsible manner. Therefore, the Board delegates to the Administration 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, annotated 1991.

I. RECORDS MANAGEMENT

- A. PHCS records shall be managed under the direction of the building Principal (Principal) and Business Manager.
- B. The Business Manager shall be the Records Officer for all general PHCS records including Board minutes, Human Resource records, and all documents related to fiscal matters such as property, budgets, payroll, accounts, contracts, etc.
- C. The Principal shall be the Records Officer for all records related to students.

II. RECORDS CLASSIFICATION

All PHCS records shall be classified as either public, private, controlled, protected, or exempt.

A. Public Records

1. Private records shall be open for public inspection during regular office hours.
2. Private records shall include:
 - a. Official minutes, actions, and decisions of the Board and Administration unless the record involves information which is classified as private, controlled, or protected
 - b. Official school policies, contracts, minutes, and accounts
 - c. 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
 - d. Documents showing formal criminal charges against an employee unless, in the judgment of the Principal, the charges are groundless or the charges are not sustained

B. Private Records

1. Private records shall be open only to the subject of the record and other authorized individuals or agencies.
2. Access to student records shall be provided in accordance with the Family Education Rights and Protection Act (FERPA).
3. Private records shall include:
 - a. Personnel files including applications, nominations, recommendations, evaluations, and proposals for advancements or appointments
 - b. Documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, individual medical condition, and military status
 - c. Individual student records

C. Controlled Records

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



2. 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.

D. Protected Records

1. Protected records shall be open only to authorized individuals and agencies or in response to court order.
2. Protected records shall include:
 - a. Any information that, if disclosed, would jeopardize the life or safety of an individual or security of PHCS property or programs
 - b. Documents that, if disclosed, would place PHCS at a disadvantage in contract negotiations, property transactions, or bargaining position, or could enable circumvention of an audit
 - c. Records related to potential litigation or personnel hearings
 - d. Records generated in meetings which are closed in accordance with the Utah Open and Public Meetings Law
 - e. Test questions

E. Exempt Records

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

III. ACCESS TO SCHOOL RECORDS

- A. Requests to view records should be addressed to the appropriate Records Officer during regular business hours.
- B. **Individuals requesting to view records classified as private, controlled, or protected shall be required to submit their request in writing.** Requesters must 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.
- C. The Records Officer shall determine whether access to the requested record(s) is to be granted or denied.
 1. 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.
 2. If the request is denied, the Records Officer must specify the reason, and the requester shall be informed of the right to appeal.

IV. APPEALS PROCESS

- A. Appeals are made to the Board.
 1. The requester shall file a written request for a hearing with the Board at least ten (10) days before the requested hearing date.
 2. Upon receiving the request, the Board shall schedule a mutually convenient date, time, and location for the hearing and notify all parties and post the meeting as required under open meetings law.
 3. The requester has the right to be represented by legal counsel at the hearing.
 - a. If the requester is to be represented by legal counsel, Administration must be notified at least ten (10) working days in advance of the hearing.
 - b. If the requester has legal counsel present at the hearing, Administration may also be represented by legal counsel.



4. Within ten (10) working days of the hearing, the Board shall notify the requester in writing of the Board's decision.
- B. If the requester is not satisfied with the action recommended, an appeal may be filed with the Board of Education.
- C. If the Board of Education upholds the action, the requester has the right to appeal the Board of Education's decision in Third School Court.

V. COPYING SCHOOL RECORDS

- A. PHCS may charge a fee for duplicating records that is equal to the actual duplication cost plus any employee time involved.
 1. PHCS shall refuse to allow duplication of copyrighted materials.
 2. PHCS shall charge 5 cents per page for duplicating records, plus the cost of labor involved at the rate of \$12 per hour.

VI. RETENTION OF SCHOOL RECORDS

- A. PHCS shall adhere to the general schedule for records retention approved by the State Records Committee.
- B. Records which are not covered by the general schedule shall be submitted to the State Records Committee for scheduling.