



## Wasatch Front Waste & Recycling District Policy Manual

### CHAPTER 14: RECORDS MANAGEMENT

#### 14.1. PURPOSE

It is the intent of the District to comply with recommended standards for management and retention of records. The District will make public records available upon reasonable request, while preventing the disclosure of non-public records, all consistent with applicable portions of GRAMA (Government Records Access and Management Act, U.C.A 363G-1-101).

#### 14.2. EXECUTIVE/CHIEF ADMINISTRATIVE OFFICER

For all purposes under GRAMA, the Executive Director shall be considered to be the District's Records Officer. The Executive Assistant shall serve as the Records Manager for the District under the supervision of the Records Officer.

#### 14.3. RETENTION AND CLASSIFICATION OF RECORDS

14.3.1. The District shall adopt a retention schedule that complies with the Utah Municipal General Records Retention Schedule.

14.3.2. The District shall comply with GRAMA regarding standards for classification.

14.3.3. Classification, designation and retention scheduling for the District will be with the approval of the Board as follows:

**PUBLIC:** Records are considered PUBLIC unless they contain any personal information; i.e., address, age, birthplace, driver license number, race, salary information, telephone number, etc. For a complete list, please see the attached "Classification Worksheet."

**PRIVATE:** Records are considered PERSONAL if they contain any of the information listed above or any personal data elements listed on the attached "Classification Worksheet."

**CONTROLLED:** Records are considered CONTROLLED if they contain any information regarding psychiatric or psychological data.

**PROTECTED:** Records are considered PROTECTED if they contain trade secrets or commercial information; jeopardize the life or safety of an individual; an attorney's work product; donor information; accident reports, or other related reports or personal recommendations that would invade personal privacy; transcripts, or minutes.

#### **14.4. ACCESS TO RECORDS**

14.1.1. Requests for District records shall be directed to the Executive Assistant and reviewed with the Director.

14.1.2. The District's response shall follow those procedures established by GRAMA regarding approval and denial notice, extraordinary circumstances and delay and format.

#### **14.5. FEES**

The District shall adopt a uniform fee structure.

#### **14.6. APPEALS TO ADMINISTRATIVE CONTROL BOARD**

Consistent with GRAMA section 63G-2-701(4), any person aggrieved regarding records classification, designation, access or decisions of the District may appeal to the Executive Director as the Chief Administrative Officer of the District, pursuant to GRAMA section 63G-2-401.

14.1.3. Any person aggrieved by the decision of the Chief Administrative Officer shall appeal in writing to the Board within 10 calendar days. Appeals of the decision of the Board shall be filed with the District Court.