



RECORD MANAGEMENT POLICY

Bonneville Academy is committed to maintaining and managing its records in accordance with the Government Records Access and Management Act (GRAMA), Utah Code §63G-2, the Utah State Archives General Retention Schedule, and applicable federal laws including the Family Educational Rights and Privacy Act (FERPA). This policy ensures proper classification, access, protection, and retention of school records.

Records Officer

The school Director, or a designee, shall serve as the Records Officer and be responsible for the management, classification, and release of records in compliance with GRAMA and FERPA. The Records Officer will also serve as the Data Steward for student and employee information.

Classification of Records

Records shall be classified in accordance with GRAMA as one of the following:

- Public
- Private
- Protected
- Controlled
- Exempt (including student records protected under FERPA)

Access to Records

Requests for access to public records shall be submitted in writing to the Records Officer. The school will respond to such requests within 10 business days as required under Utah Code §63G-2-204. Denials may be appealed to the Board of Directors within 30 days of notice, and the Board will respond within 10 days of receiving the appeal.

Student and Employee Records

Student records are protected under FERPA and may only be accessed by authorized individuals. Employee records are protected under state privacy and employment laws. Access to these records shall follow all applicable legal requirements for confidentiality, notice, and authorization.

Duplication and Fees

Reasonable fees may be charged for the duplication of records. The school shall not charge for reviewing a record or for searching and retrieving a record unless approved in advance. Fee waivers may be granted in accordance with GRAMA guidelines.





BONNEVILLE ACADEMY

K-8 STEM School

Approved: 07/22/2025

Record Retention and Security

Bonneville Academy follows the Utah State Archives General Retention Schedule for all record types. Electronic records are maintained with appropriate digital security, backups, and access controls. Records related to pending litigation, investigations, or audits shall not be destroyed until all related matters are resolved.

Training and Oversight

Designated staff, including the Records Officer, shall receive periodic training on GRAMA, FERPA, and applicable records management standards to ensure continued compliance and awareness.

Approved by the Board of Directors on: _____

Signature: _____

Chair, Bonneville Academy Board of Directors



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