Institutional Records Management Policy

A. Legal Authority/Requirement

- UCA 63-2-701 Government Records Access Management

B. Purpose/Philosophy

1. The purpose of this policy is to establish criteria for managing, classifying, accessing, disposing and retaining InTech records in compliance with the Government Records Access and Management Act (GRAMA).

2. It is the policy of the Governing Board to provide fair and timely public access to information contained in InTech records and at the same time protect individual privacy rights in relation to personal data gathered by InTech.

3. This policy does not apply to student records. Student records are governed by the Family Educational Rights and Privacy Act (FERPA) and the FERPA Policy.

C. Records Officers

1. The Executive Director shall act as the InTech GRAMA records officer or may designate one or more individuals to act as records officers.

2. Each records officer shall perform the duties set forth in UCA 63A-12-103 and review and respond to requests for access to records in their area of responsibility.

3. Records officers shall evaluate records in their area of responsibility and make designations and classifications as set forth in UCA 63G-2-307.

D. Records Classification

1. Records shall be classified under the following general categories:

   a. Public records as described in UCA § 63G-2-301;
   b. Private records as described in UCA § 63G-2-302;
   c. Controlled records as described in UCA § 63G-2-304;
   d. Protected records as described in UCA § 63G-2-305;
   e. Limited records as described in UCA § 63G-2-201 (3)(b).

E. Records Access

1. A person/entity requesting a record shall make a written request directed to the executive director (or other designated records officer).

2. Upon request, records classified as public may be inspected by any person during normal working hours in accordance with UCA § 63G-2-201.

3. Upon request, private, controlled and protected records shall be disclosed in accordance with UCA § 63G-2-202.

4. Records officers shall respond to requests for access to records in their area of responsibility within established time limits described in UCA § 63G-2-204.

F. Fees (63G-2-203)

1. InTech may charge a reasonable fee to cover the actual cost of providing a record.

    a. The fee shall be approved annually by the executive director.

2. Fees for Staff costs:

    a. May include cost of staff time for compiling, formatting, manipulating, packaging, summarizing, or tailoring the record either into an organization or media to meet the person's request
    b. May include the cost of staff time for search, retrieval, and other direct administrative costs for complying with a request
    c. May not exceed the hourly salary of the lowest paid employee who, in the discretion of the custodian of records, has the necessary skill and training to perform the request.

3. Fees for Media/Shipping Costs

    a. InTech may charge up to twenty-five cents (25¢) per page to cover the costs, of duplicating a record.

    b. InTech may charge for necessary postage

    c. InTech will only release items to requestor after media/shipping costs have been paid in full.

4. Waivers:

    a. Fees may be waived if the executive director (or designee) determines that

        i. releasing the record primarily benefits the public rather than a person/entity
        ii. The requestor is the subject of the record
        iii. The requestor's legal rights are directly implicated by the information

    b. Fees for the first 15 minutes of staff time spent in responding to a request shall be waived.

5. Required Pre-payment:

    a. InTech requires payment of past fees and future estimated fees before beginning to process a request if:

i. fees are expected to exceed $50
ii. After InTech has sent an invoice, the requestor has not paid fees from a previous request.

1) Different requests from multiple representatives of the same entity/organization shall be considered to be from the same requestor

G. Appeals

1. If a requester is dissatisfied with the records officer's (or designee's) initial decision, the requester may appeal the decision in writing to the Governing Board Chair according to time limits and provisions of UCA § 63G-2-401.

2. If the denial of access is affirmed in whole or part, the requester may then appeal the decision to the State Records Committee as outlined under UCA § 63G-2- 403, or petition for judicial review in district court as provided in UCA § 63G-2- 404.

3. An individual may contest the accuracy or completeness of a document pertaining to that individual pursuant to UCA § 63G-2-603. The request should be made to the records officer (or designee).

Document History:

24 Sept 2026	Clarified fees for staff costs, added waiver, and req. of pre-payment.
22 May 2025	Policy continuation
25 Feb 2016	Update to incorporate definitions/procedures by reference to law
19 Apr 2007	Policy Origination