

UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY 133 EXECUTIVE SUMMARY

Policy Number and Title: 133 GRAMA

Date: September 25, 2025

Sponsor: Val Peterson

Steward(s): Steven Anderson, Kedric Black

Policy Process: Regular **Policy Action:** Revision

Policy Office Editor: Cara O'Sullivan **Embedded Attorney:** Nicole Ferguson

Issues/Concerns (including fiscal, legal, and compliance impact):

Policy 133 outlines UVU's procedures in response to requests for records made by the public under the *Government Records Access Management Act (GRAMA)*. Policy 133 needs to be updated to reflect UVU's current process, and to include additional legal requirements from the GRAMA Act relating to requests and appeals.

Suggested Changes:

The policy needs to be updated with information on how the University complies with the Utah *GRAMA Act*, including information regarding:

- The duties of the employee that responds to records requests.
- How to make GRAMA requests
- The process by which GRAMA requests are answered
- The GRAMA appeals process
- Charges and fees

Requested Approval from President's Council: Entrance to Stage 1

Proposed Drafting Committee:

Steve Anderson, Associate Vice President - University Relations; Kedric Black, Associate Vice President - Finance/GRAMA Nicole Ferguson, Assistant Attorney General Cara O'Sullivan, Director – Policy Office Colby Callahan, Senior Director, HRIS/Records Emme Keske, Manager, HRIS/Records Amber Reid, Specialist, Budget/GRAMA



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Target Date for Stage 1 Draft to Enter Stage 2: Click here to enter a date.

Target Date for Board of Trustees Review: Click here to enter a date.