



UTAH VALLEY UNIVERSITY

Policies and Procedures

Proposed Policy Number and Title:			Policy 133 <i>Compliance with Government Records Access and Management Act</i>
Current Policy Number and Title:			Policy 133 <i>Compliance with Government Records Access and Management Act</i>
Approval Process*			
☒ Regular	☐ Temporary	☐ Compliance Change	
☐ New ☒ Revision ☐ Revision—Limited Scope ☐ Deletion	☐ New ☐ Revision ☐ Revision—Limited Scope	☐ New ☐ Revision—Limited Scope ☐ Deletion	
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.			

Draft Number and Date:	Stage 2 Regular, July 9, 2026
President's Council Sponsor:	Val Peterson
Policy Steward:	Kedric Black

POLICY APPROVAL PROCESS DATES		
REGULAR	TEMPORARY	COMPLIANCE
Drafting and Revision Entrance Date: <u>9/25/25</u>	Drafting and Revision Entrance Date: _____	President's Council Approval Approval Date: _____
University Entities Review Entrance Date: <u>7/13/2026</u> Close Feedback: <u>10/1/2026</u>	Board of Trustees Review Entrance Date: _____ Approval Date: _____	Board of Trustees Ratification Ratification Date: _____
Board of Trustees Review Entrance Date: _____ Approval Date: _____		



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POLICY TITLE	Records Access and Compliance with <i>Government Records Access and Management Act (GRAMA)</i>	Policy Number	133
Section	Governance, Organization, and General Information	Approval Date	
Subsection	Publications, Reports, Research, and Records	Effective Date	
Responsible Office	Office of the Vice President of Administration and Strategic Relations	Last Review	

1.0 PURPOSE

1.1 This policy establishes processes for access to government records in compliance with sections 63G-2-204 and 63A-12-104 of the *Utah Government Records Access Management Act (GRAMA)*.

2.0 REFERENCES

2.1 *Family Educational Rights and Privacy Act (FERPA)*, 20 U.S.C. § 1232g; 34 C.F.R. Part 99

2.2 *Division of Archives and Records Service and Management of Government Records*, Utah Code Title 63A, Chapter 12

2.3 Utah Admin Code, R765-134 (2026)

2.4 *Utah Administrative Procedures Act*, Utah Code Title 63G, Chapter 4

2.5 *Utah Government Records Access Management Act (GRAMA)*, Utah Code Title 63G, Chapter 2

2.6 UVU Policy 445 *Institutional Data Governance and Management*

2.7 UVU Policy 451 *Retention of Electronic Files*

3.0 DEFINITIONS

3.1 **Chief Administrative Officer (CAO):** For the purposes of this policy, the university executive or their designee appointed to establish and maintain a program for the management of university records and to ensure compliance with GRAMA.

3.2 **Classification:** Determining whether a record series, record, or information within a record is public, private, protected, or otherwise exempted from disclosure under GRAMA.



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3.3 Designation: To indicate, at the record-series level, the GRAMA classification that generally applies to the series and any other GRAMA classifications typically found within the series, based on the University's familiarity with the series or review of a reasonable sample.

3.4 GRAMA Officer or designee: The person appointed by the CAO to work with the state archives in the care, maintenance, scheduling, designation, and classification of University records. The GRAMA Officer oversees the receipt, scheduling, response, and if necessary, the denial of public records requests (GRAMA requests).

4.0 POLICY

4.1 Scope of This Policy

4.1.1 This policy lays out the requirements for the University to comply with the *Government Records Access and Management Act (GRAMA)* found at Utah Code § 63G-2-101 *et seq.*, Utah's primary open records law.

4.1.2 This policy applies to all *GRAMA* requests for records that UVU receives, creates, or maintains. Education records governed by the *Family Educational Rights and Privacy Act (FERPA)* are not governed by *GRAMA* and are accessed and disclosed in accordance with UVU Policy 542 *FERPA (Student Records Privacy)* and applicable federal laws and regulations.

4.2 Disclosures Not Made Pursuant to a GRAMA Request

4.2.1 GRAMA, FERPA, and other federal and state laws and regulations allow the University to release otherwise protected records without notice to the individual who is the subject of the record. This may occur when the University is in receipt of a subpoena or a court order signed by a judge from a court of competent jurisdiction, or through other legal processes.

5.0 PROCEDURES

5.1 GRAMA Request Submission

5.1.1 GRAMA requests should be submitted electronically to the UVU GRAMA Officer using the online public records portal designated by the University.

5.1.2 A person who does not have an email address or is unwilling to accept electronic communications related to their request shall submit, by U.S. mail or hand delivery, their written request to the GRAMA Officer at 800 West University Parkway, Orem, Utah 84058, Mailstop 117.



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5.1.3 Employees shall promptly forward to the GRAMA Officer all written record requests that were not submitted directly to the GRAMA Officer. Requests submitted to other departments, faculty, or staff within the University may cause a delay in the University's response.

5.1.4 Each written request must include (1) the requester's name; (2) a mailing address; (3) a telephone number; and (4) a description of the requested records that identifies the records with reasonable specificity.

5.2 Timing of Response

5.2.1 The University will comply with the time for responding to requests as provided in Utah Code § 63G-2-204.

5.3 Fees

5.3.1 The GRAMA Officer may charge a fee to the requestor to cover the actual cost of responding to an individual's request. GRAMA allows that this fee can include, but is not limited to, the cost of staff time for search, retrieval, and time spent compiling, formatting, manipulating, packaging, summarizing, or tailoring record(s), as well as other direct administrative costs for complying with a request.

5.3.2 Fees will be assessed in accordance with the fee schedule posted on the UVU GRAMA website.

5.3.3 The University may require payment of past fees and future estimated fees before beginning to process a request if the fees are expected to exceed \$50 or if the requester has not paid fees from a previous request.

5.3.4 A requester may request a fee waiver, provided that (1) the request fits within one of the limited circumstances allowed under GRAMA; and (2) the requester provides documentation to support the fee waiver to the GRAMA Officer. A request for a fee waiver must be made in writing. Waiving of fees is at the discretion of the GRAMA Officer. (See Utah Code § 63G-2-203.)

5.4 Response to Records Request

5.4.1 If a request is denied in whole or in part, the GRAMA Officer shall send the requester a notice of denial and inform the requestor of their appeal rights as outlined in Utah Code § 63G-2-205.

5.5 GRAMA Appeals

5.5.1 A person appealing the GRAMA Officer's denial of access to a requested record may appeal that denial within 30 calendar days after the GRAMA Officer sends a notice of denial



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under Utah Code § 63G-2-205 or the record request is considered denied under Utah Code § 63G-2-204(9) if that subsection applies.

5.5.2 A denial of a fee waiver may be appealed to the CAO within 30 days after the GRAMA Officer sends notice to the requester that the request for a fee waiver has been denied.

5.5.3 A person appealing the denial of access to a record or denial of a fee waiver shall provide a written notice of appeal to the CAO or their designee as provided under Utah Code § 63G-2-401.

5.5.4 The written notice of appeal must contain the name, mailing address, and daytime telephone number of the requester or interested party; the grounds for the appeal; and the relief sought.

5.5.5 The CAO or their designee may weigh privacy interests against access interests and allow access to specific private or protected records if the interests favoring access outweigh the interests favoring restriction of access as provided under Utah Code § 63G-2-401(6).

5.5.6 The CAO will send a written decision on the appeal within 10 business days after receipt of the notice of appeal or a timeframe otherwise provided under *GRAMA*.

5.5.7 The CAO's written decision on the appeal concludes the University's internal appeal process. If the CAO denies access to a record, or affirms the denial of a fee waiver, the written notice of denial shall include information on the requestor's mediation and appeal rights in accordance with Utah Code § 63G-2-401.

5.6 Requests to Amend a Record

5.6.1 An individual may contest the accuracy or completeness of any public, private, or protected record pertaining to them by requesting the University amend the record as outlined in Utah Code § 63G-2-603. Individuals must submit such requests to the GRAMA Officer.

5.6.2 If the GRAMA officer or their designee denies a request to amend a record, they shall provide the requester with written notice of the denial. The notice shall include a brief statement explaining the reasons for the denial. The notice shall also inform the requester of their right to appeal the decision to the CAO and to submit a statement contesting the information in the record.

5.6.3 Upon receipt of a requester's written statement contesting the information in the record, the University shall comply with the requirements of Utah Code § 63G-2-603(6)(b).

5.6.4 Appeals of requests to amend a record shall be conducted informally rather than formally as provided under the Utah Code § 63G-4-203. The University will follow Utah Admin Rule R765-134.



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POLICY HISTORY		
Date of Last Formal Review: Click here to enter a date.		
Due Date of Next Review: Click here to enter a date.		
Date of Last Action	Action Taken	Authorizing Entity
April 9, 2009	Approved for Policy Manual.	UVU Board of Trustees
January 27, 2022	Revised policy approved for Policy Manual.	UVU Board of Trustees
Sep. 27, 2023	2.1 Changed “Utah Code Ann. §§ 63G-2-101,” to “Utah Code Ann. § 63G-2-101”	Policy Office
Sep. 27, 2023	3.1 Changed the formatting around the paragraph so it matches with the rest of the text	Policy Office
Sep. 27, 2023	2.1 Removed “as amended” – deemed not necessary	Policy Office
	Policy revised through regular policy process.	UVU Board of Trustees

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*More information on the formal review can be found in Policy 101 section 4.7.3.



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POLICY TITLE	<i>Compliance with Government Records Access and Management Act</i>	Policy Number	133
Section	Governance, Organization, and General Information	Approval Date	January 27, 2022
Subsection	Publications, Reports, Research, and Records	Effective Date	January 27, 2022
Responsible Office	Office of the Vice President of Finance and Auxiliary Services		

1.0 PURPOSE

1.2 The *Government Records Access and Management Act (GRAMA)* is Utah's primary open records law. Through UVU's GRAMA process outlined in this policy, the public may request access to certain physical or electronic records maintained by the University.

2.0 REFERENCES

2.1 *Utah Government Records Access Management Act*, Utah Code Ann. § 63G-2-101

3.0 DEFINITIONS

3.1 Records officer: The individual appointed by the chief administrative officer of each governmental entity, or the political subdivision to work with state archives in the care, maintenance, scheduling, designation, classification, disposal, and preservation of records.

4.0 POLICY

4.1 The University complies with GRAMA, adopting the statute's provisions, definitions, terms, and timing requirements, as enacted, including amendments.

4.2 GRAMA requests shall be directed to the University's GRAMA Office. The University's Records Officer is appointed by the Vice President of Planning, Budget, and Finance or their designee to manage all requests submitted in accordance with GRAMA.

5.0 PROCEDURES

5.7 The GRAMA Office shall make a good faith effort to ensure all records requests are properly handled in accordance with local, state, and federal law. As necessary, the Office of General Counsel and the GRAMA Office shall collaborate to ensure the University's compliance with GRAMA.



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~~5.7.0 The GRAMA Office shall seek advice from the Office of General Counsel in responding to requests for sensitive information, such as requests potentially involving federal, local, or other state laws; pending legal matters; health records; student records; personnel records; intellectual property records; attorney-client privileged records; the disclosure of any record that may have safety or security implications; and other matters as the GRAMA Office and the Office of General Counsel may deem appropriate.~~

~~5.7.1 The Office of General Counsel will provide the GRAMA Office with its interpretations of the GRAMA statute, statutory amendments, and applicable case law and advise the GRAMA Office on Utah Records Committee decisions.~~

~~5.8 In accordance with the GRAMA statute's timing requirements, the GRAMA Office will issue in a timely manner a response letter to be delivered either by e-mail or postal mail, in response to the record requestor's submission. If a request is denied in full or in part, which includes records containing redactions, the GRAMA Office's response letter will contain an explanation for the denial and/or redactions. The GRAMA Office's response letter will also inform the record requestor of their right to appeal the GRAMA Office's decision.~~

~~5.9 Record requestors who have been denied access to records by the GRAMA Office may appeal that determination within 30 calendar days of the mailing of the GRAMA Office's response letter by providing a written notice of appeal to the Vice President of Planning, Budget, and Finance.~~

~~5.9.0 The written notice of appeal shall contain the grounds for the record requestor's appeal, including the reasons the requestor disputes the GRAMA Office's denial. The GRAMA Office will have seven calendar days from the date the Vice President of Planning, Budget, and Finance receives the notice of appeal to submit a written acknowledgment of receipt.~~

~~5.9.1 The Vice President of Planning, Budget, and Finance, in consultation with the Office of General Counsel, shall review the disputed records and the parties' written submissions. The Vice President of Planning, Budget, and Finance will send a written decision on the appeal within ten business days after the receipt of the notice of appeal.~~

~~5.9.2 Appeal deadlines may be extended upon agreement of the requestor and the GRAMA Office or at the sole discretion of the GRAMA Office if the extension is allowable under GRAMA. The agreement shall be communicated in writing.~~

~~5.9.3 The Vice President of Planning, Budget, and Finance's written decision on the appeal concludes the University's appeal process. The written appeal decision shall direct the requestor to the Utah Government Records Ombudsman for further information on appeals in accordance with Utah law.~~



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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.](#)