

**Dr. Robert Petersen**  
Business Administrator

**DATE:** February 24, 2023

**TO:** Weber School District Board of Education, Superintendent Gina Butters,  
Assistant Superintendent Clyde Moore and Assistant Superintendent  
David Hales

**FROM:** Dr. Robert D. Petersen, Business Administrator

**SUBJECT:** **POLICY RELATED TO PROCESSING INFORMATION REQUESTS THROUGH  
THE UTAH GOVERNMENT RECORDS ACCESS MANAGEMENT ACT  
(GRAMA)**

The Utah Government Records Access Management Act (GRAMA) allows the public to request and receive various documents from Weber School District. In addition, the Utah State Code allows Weber School District to charge fees related to document requests.

Attached is a proposed fee schedule and other procedural matters related to GRAMA requests from the school district. The following individuals have helped with this policy revision: Heidi Alder, District Legal Counsel; Lane Findlay, District Safety and Public Relations Supervisor; and Heather Hardy, District Compliance Officer.

Prior to this revision, Board policy related to GRAMA requests were found in section 4220 of the policy manual. This updated and revised policy is being moved to section 6800 of the policy manual.

At the upcoming Board meeting (March 1, 2023), it is requested that the Board approve Policy 6800 on a first reading.

If you have any questions, feel free to contact me at 801-476-7841 or drop me an email at [rpetersen@wsd.net](mailto:rpetersen@wsd.net)