

# MOUNTAIN GREEN FIRE PROTECTION DISTRICT

## RESOLUTION No. 2015-01

### A RESOLUTION ADOPTING RULES RELATED TO GOVERNEMENT RECORDS AND MANAGEMENT (GRAMA)

**WHEREAS**, the Mountain Green Fire Protection District ("District") creates, stores, and manages and allows the public to access these records in accordance with federal, state, and county laws;

**WHEREAS**, the District desires to adopt a policy to conduct for access to Mountain Green Fire Protection District government records to better manage government records and comply with federal and state statutory and regulatory record-keeping requirements; and

**WHEREAS**, pursuant to the Utah Code Annotated 63G-2-701, "each political subdivision may adopt an ordinance or a policy applicable throughout its jurisdiction relating to information practices including classification, designation, access, denials, segregation, appeals, management, retention, and amendment of records;"

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES MOUNTAIN GREEN FIRE PROTECTION DISTRICT AS FOLLOWS:**

**Section 1. Adoption of Mountain Green Fire Protection District Government Records Access and Management Act.** The Mountain Green Fire Protection District Board of Trustees adopts the attached Government Records Access and Management Act Chapter 1.

**PASSED, APPROVED AND ADOPTED** this 5<sup>th</sup> day of October, 2015

ATTEST:



[seal]

Voting by the Board of Trustees:

Yes

No

Trustee Larsen

 X

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Trustee Stone

 X

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Trustee Grasteit

 X

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## CHAPTER 1

# GOVERNMENT RECORDS ACCESS AND MANAGEMENT

- 1.01.010 General
- 1.01.020 Retention Schedule
- 1.01.030 Records requests
- 1.01.040 Fees
- 1.01.050 Fee Waiver
- 1.01.060 Appeals

### 1.01.010: GENERAL

All government records of the Mountain Green Fire Protection District ("District") shall be maintained, classified and accessed in accordance with the Government Records Access and Management Act set forth in Utah Code.

### 1.01.020: RETENTION SCHEDULE

All government records of the District shall be retained in accordance with the Utah General Records Retention Schedule, as updated, which is hereby adopted by reference as the District Records Retention Schedule. Said schedule is found on the Utah State Archives website at (<http://archives.utah.gov/recordsmanagement/retention-schedules.html>).

### 1.01.030: RECORDS REQUESTS

Any person requesting a record shall file a written Government Records Access and Management Request Form as provided by the District. Such requests shall be submitted and processed in accordance with the Government Records Access and Management Act.

### 1.01.040: FEES

The cost for records provided by the District shall be:

A: Copy of a Record	\$0.15 per page
B: Postage	Actual cost to District

The cost for compiling records in a form other than that maintained by the District shall be the actual cost for District time, supplies and equipment with a minimum charge of \$20.00. If the time involved is less than 15 minutes there is no compilation charge.

Any prepaid amount in excess of fees due shall be returned to the requester.

**1.01.050: FEE WAIVER**

In accordance with Utah Code, the District may fulfill a record request without charge when it determines that:

1. releasing the record primarily benefits the public rather than a person;
2. the individual requesting the record is the subject of the record, or an individual specified in Subsections 63-2-202(1) or (2) of the Act; or
3. the requester's legal rights are directly implicated by the information in the record and the requester is impecunious.

**1.01.060: APPEALS**

Any person aggrieved by the Districts' access determination made or fees imposed under this Chapter may appeal the determination, or fee assessed, within thirty (30) days to the Chief Administrative Trustee in accordance with the provisions set forth in Utah Code.