

UTAH COUNTIES INDEMNITY POOL GRAMA POLICY

SECTION A EFFECTIVE DATE AND FREQUENCY OF REVIEW

1. The effective date of this policy is February 16, 2017
2. This policy should be reviewed annually, but not less than every three years by the Board.
3. This policy will also be reviewed any time that changes to laws or rules governing access to or management of records of interlocal agencies are amended, or recommendations are made by the UCIP CEO or Records Officer, which would require review and update to this policy.
4. Failure to review this policy in the frequency stated shall not nullify, void, limit or waive this policy or any action taken under this policy.
5. This policy is considered to be amended at the time any new federal or state law becomes effective which conflicts with this policy, but only to the extent necessary to come into compliance with new law.

SECTION B PURPOSE

1. This policy outlines the policies of the Board related to the classification, maintenance and release of records that are created or maintained by UCIP.

SECTION C AUTHORITY

1. The Board has authority to adopt this policy under the UCIP Interlocal Agreement and Bylaws.

SECTION D APPLICABILITY AND SCOPE

1. This policy applies to all records created, stored or maintained by UCIP.
2. This policy applies to all requests for release of records received in accordance with the Utah Government Records Access Management Act.

SECTION E DEFINITIONS

1. Board: the Board of Directors of the Utah Counties Indemnity Pool.
2. CEO: the Chief Executive Officer of the Utah Counties Indemnity Pool.

3. GRAMA: the Utah Government Records Access Management Act.

SECTION F POLICY STATEMENTS

1. It is the policy of the Board to comply with the Utah Government Records and Access Management Act.

SECTION G PROCEDURES AND RESPONSIBILITIES

1. The Records Officer, as required and defined by GRAMA, shall be designated by the CEO.
2. The Chief Administrative Officer, as required and defined by GRAMA, shall be the CEO.
3. When fees for responding to a GRAMA request are appropriate and allowed under GRAMA, the following fee schedule will be used to determine the fee charged. Fees may be reduced or waived if recommended by the CEO and approved by the Board.

<u>Position Required to Respond</u>	<u>Rate per hour</u>	<u>Copying fee</u>
Records Officer/Administrative Specialist	\$25.00	\$0.25
Underwriting Specialist	\$36.00	\$0.25
Accounting Specialist	\$30.00	\$0.25
Claims Specialist	\$46.00	\$0.25
IT Specialist (Contractor)	\$90.00	\$0.25

SECTION H REVISION HISTORY

1. Adopted: February 16, 2017
2. Revised: April 19, 2018
3. Revised: June 21, 2019
4. Revised: June 18, 2021
5. Revised: June 20, 2024

SECTION I APPENDICES

1. There are no appendices to this policy.