

REQUESTS FOR INFORMATION FROM SLCC RECORDS OR DATABASES

Federal and State Law

Any release of College records to the public, other agencies, and even our own students and employees is governed by Utah's *Government Records Access & Management Act (GRAMA)*, UCA 63G-2-101 et. seq. Additionally, student records are governed by the *Family Educational Rights & Privacy Act (FERPA)*, 34 CRF Part 99. In accordance with Utah State *Administrative Rule R-784-1*, all requests for records to the College or its personnel should be referred to and responded to by Ann Richins, the GRAMA Coordinator. This includes telephone requests, written requests, subpoenas, court orders, and any other method used by the public, governmental agencies, attorneys, students, employees, or others. The common exceptions to this requirement are:

- Students requesting their own papers, grades, or transcripts
- "Verification of student enrollment and degrees" requests made to the National Student Clearinghouse
- Employees requesting their own personnel records or requesting employment verification
- Employees requesting records necessary in the normal course of performing their job duties. (*Note: This does not include information employees may want for student projects in classes. Also, not all special or one/time assignments are included).*)

NOTE: All other requests for records from anyone should be forwarded to the GRAMA Coordinator for response.

How to Respond to a Request for Information or Records

If someone requests records from your office, please refer them to Ann Richins immediately. Please do not give the individual your opinion as to whether or not the request can be honored. Ann can be reached at the Taylorsville Redwood Campus in AAB 211H, at 801-957-4533, at mail stop RISK, or via e-mail at Ann.Richins@slcc.edu.

How Students May Request That Their Directory Information Be Withheld

Students who do not wish to have directory information released to others may complete the Enrollment Services form [Request to Prevent Disclosure of Directory Information](#) found on the [SLCC Enrollment Services website](#). For more information, contact Enrollment Services.