

**DESERET PUBLIC INFRASTRUCTURE DISTRICT NOS. 1-16
RESOLUTION 2024-04**

A RESOLUTION IMPLEMENTING A PUBLIC RECORDS POLICY

WHEREAS, Deseret Public Infrastructure District Nos. 1-16 (the “Districts”) were created by a resolution of the City Council of the City of Grantsville City on May 24, 2023, and a Certificate of Creation issued by the Utah Lieutenant Governor on May 24, 2023; and

WHEREAS, governmental entities should adopt a records policy that is consistent with Utah’s Government Records Access Management Act; and

WHEREAS, the Districts wish to adopt a records policy in conformity with Utah’s Government Records Access Management Act.

NOW THEREFORE BE IT RESOLVED BY THE BOARDS OF TRUSTEES OF DESERET PUBLIC INFRASTRUCTURE DISTRICT NOS. 1-16 AS FOLLOWS:

PUBLIC RECORDS POLICY

1. **Government Records Access and Management Act.** The Districts are subject to the Government Records Access and Management Act (Utah Code § 63G-2-101 et seq.) (“**GRAMA**”). GRAMA provides the basis for the Districts’ information practices including classification, designation, access, denials, segregation, appeals, management, retention and amendment of records. The Districts adopt GRAMA’s standards for classification and designation of its records as public, private, controlled or protected.

2. **Executive/Chief Administrative Officer.** For all purposes under GRAMA, the District Chair shall be considered the District’s executive officer and its chief administrative officer.

3. **Records Officer.** For all purposes under GRAMA, the Districts’ clerk/secretary shall be considered the records officer of the Districts, or in other words, the individual responsible to work with state archives in the care, maintenance, scheduling, designation, classification, disposal, and preservation of records.

4. **Fees.** The Districts shall charge and collect those costs and fees allowed by GRAMA for responding to a request for a record, specifically including but not limited to those in GRAMA. The Chair may set the amounts of any such costs and fees, or waive any cost or fee in accordance with GRAMA.

5. **Requests for Records.** A request for a District record must be directed to Deseret Public Infrastructure District, Attn: District Records Officer, c/o CliftonLarsonAllen, LLP, 8390 E. Crescent Parkway, Suite 300, Greenwood Village, CO 80111.

6. **Appeal.** Any appeal from a determination must be filed by mailing it to Deseret Public Infrastructure District, Attn: Board of Trustees, c/o CliftonLarsonAllen, LLP, 8390 E. Crescent Parkway, Suite 300, Greenwood Village, CO 80111.

7. **Requirement for Receiving or Retaining Records.** Notwithstanding the foregoing, the Districts shall retain all public records that the Districts are required by law to prepare and retain, including but not limited to meeting agendas, minutes, and notices. Further, the Districts are considered to have received and retained a document if it is considered and approved in a public meeting of the boards of trustees of the Districts. The Districts shall not, without the written approval of the District Chair, be deemed to have received or retained any book, letter, document, paper, map, plan, photograph, film, card, tape, recording, electronic data, or other documentary material regardless of physical form or characteristics, which is not expressly required by law to be retained by the Districts.

8. **Trade Secrets and Commercial Information.** The entire purpose of the Districts are to finance and construct public improvements in connection with development in the City of Grantsville City, Utah. The Districts could potentially receive documents that would constitute trade secrets under Utah Code Section 13-24-2 or commercial information (collectively "Commercial Records"). Notwithstanding Section 7 above, if the Districts receives and retains Commercial Records, and the Districts have received the information required under Utah Code Section 63G-2-309(1)(a)(i) related to the Commercial Records, the Commercial Records are considered "protected records" under GRAMA.

ADOPTED and EFFECTIVE this 2nd day of April, 2024.

**DESERET PUBLIC INFRASTRUCTURE
DISTRICT NOS. 1-16**

Chair 

ATTEST:


Clerk