

**VERK INDUSTRIAL REGIONAL PUBLIC INFRASTRUCTURE DISTRICT
RESOLUTION 2025-04**

A RESOLUTION IMPLEMENTING A PUBLIC RECORDS POLICY

WHEREAS, Verk Industrial Regional Public Infrastructure District (the “District”) was created by a resolution of the Utah Inland Port Authority on August 1, 2024, and a Certificate of Incorporation was issued by the Utah Lieutenant Governor on August 19, 2024; and

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

WHEREAS, the District wishes to adopt a record policy in conformity with Utah’s Government Records Access Management Act.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF VERK INDUSTRIAL REGIONAL PUBLIC INFRASTRUCTURE DISTRICT AS FOLLOWS:

PUBLIC RECORDS POLICY

Verk Industrial Regional Public Infrastructure District

1. **Government Records Access and Management Act.** The District is subject to the Government Records Access and Management Act (“GRAMA”). GRAMA provides the basis for the District’s information practices including classification, designation, access, denials, segregation, appeals, management, retention, and amendment of records. The District adopts GRAMA 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’s chair shall be considered the District’s executive officer and its chief administrative officer.

3. **Records Officer.** For all purposes under GRAMA, the District’s clerk/secretary shall be considered the records officer of the District, 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 District 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’s record must be directed to Verk Industrial Regional Public Infrastructure District, Attn: District Clerk, c/o Spanish Fork City 80 S Main, Spanish Fork, Utah 84660.

6. **Appeal.** Any appeal from a determination must be filed by mailing it to Verk Industrial Regional Public Infrastructure District, Attn: Board of Trustees, c/o Spanish Fork City 80 S Main, Spanish Fork, Utah 84660.

7. **Requirement for Receiving or Retaining Records.** Notwithstanding the foregoing, the District shall retain all public records that the District is required by law to prepare and retain, including, but not limited to, meeting agendas, minutes, and notices. Further, the District is considered to have received and retained a document if it is considered and approved in a public meeting of the board of trustees of the District. The District shall not, without the written approval of the 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 District.

8. **Trade Secrets and Commercial Information.** The entire purpose of the District is to finance and construct public improvements in connection with development in Herriman City, Utah. The District 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 District receives and retains Commercial Records, and the District has 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.

These bylaws were approved and adopted by a majority vote of the Board at a public meeting held on the 25 day of March, 2025.

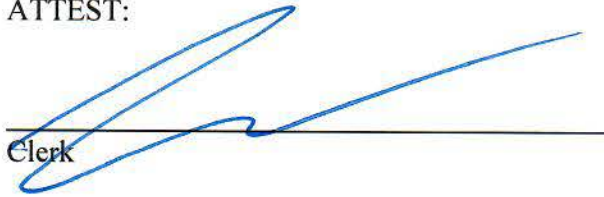
VERK INDUSTRIAL REGIONAL PUBLIC
INFRASTRUCTURE DISTRICT

Chair

A handwritten signature in blue ink, appearing to be "S. H. P.", written over a horizontal line.

ATTEST:

Clerk

A handwritten signature in blue ink, appearing to be "S. H. P.", written over a horizontal line.