



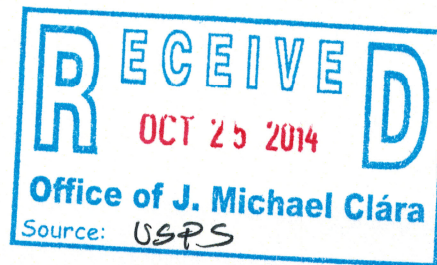
**SUPERINTENDENT'S OFFICE**

440 East 100 South  
Salt Lake City, Utah 84111

p 801.578.8351  
f 801.578.8685

October 27, 2014

J. Michael Clara  
974 South 1400 West  
Salt Lake City, Utah 84104



Re: GRAMA Request to Salt Lake City School District Dated 10/10/14

Dear Board Member Clara:

Salt Lake City School District (“District”) received your GRAMA request for a copy of all records “pertaining to or associated with the Salt Lake City School District’s Business Administration Office, conducting a financial review of child nutrition department’s transactions i.e. daily deposits, cash reciting [sic] procures [sic] etc.. of all elementary schools within the Salt Lake City School District.” Specifically, you requested “the above mentioned reviews (including emails) conducted by your office for the time period of January 28, 2014 to March 7, 2014.” By the language in your request, it is unclear as to whether you are requesting records related to transactions that took place between 1/28 – 3/7/2014, or records related to reviews that took place between 1/28 – 3/7/14. Insofar as the incident at Uintah Elementary took place in January 2014, I trust that your intent is to acquire records related to reviews that took place during the referenced time period.

The referenced transactions exist only in the District’s student meal accounting software programs, Horizon One (new as of school year 2013-2014) and PCS Revenue Control System (used prior to 2013-2014 school year). A review of these transactions was performed by running various queries to show any anomalies in the application of check payments that were occurring elsewhere in the district. By way of review, in the independent investigation report submitted by Thompson Ostler & Olsen, Uintah Elementary reported a significantly higher number of fruit/milk transactions than other district schools. This prompted the finance department to review a sample of meal account deposit transactions for Uintah as recorded within the student meal accounting software. Concurrent to the review of Uintah deposit transactions, the finance department ran electronic queries of the student meal accounting data to identify instances in other district schools of checks applied to the accounts of students with different last names. These queries yielded a negligible number of instances of misapplied checks. As the results of these queries were reviewed visually, no record of the review was produced. Under Utah Code Ann. §63G-2-201(8)(a)(i), the District is not required to create or provide a record not currently maintained by the District.

Furthermore, any summarizing documentation or accompanying examples of this review were already provided to you pursuant to your 9/19/2014 GRAMA request. Accordingly, Utah Code Ann. §63G-2-201(8)(a)(iv) does not require us to fill this portion of your request because it “unreasonably duplicates” a prior records request.

Pursuant to District Policy C7, Records Management, and its corresponding administrative procedures, you have a right to appeal this decision to the district’s chief administrative officer, Janet Roberts. Any such appeal must be filed within thirty (30) days from the date of this letter. An appeal must be initiated by filing a Notice of Appeal, and include the appellant’s name, mailing address, daytime telephone number and the requested relief. Additional information such as a statement of facts, the basis for appeal, and any supporting legal authority may also be included in your appeal.

Please contact me if you have any questions regarding this response.

Sincerely,



Kristina L. Kindl  
Director, Policy & Legal Services  
Salt Lake City School District

cc: Salt Lake City School District Board Members  
McKell Withers, Superintendent  
Janet Roberts, Business Administrator