

# Utah Government Records Requests

GRAMA is the Government Records Access Management Act that balances the public's right to know with the public's right to privacy. GRAMA Records are all records prepared, owned, received or retained by a government agency.

Records can be classified as public, private, protected, controlled or limited. Only public records will be released to the public, all other records are subject to their classification and will be released only to the designated specific individuals/organizations.

The public will not be charged for reviewing or inspecting a record. If a copy of the record is requested then a reasonable fee can be charged to cover copying costs. A personnel time fee may be charged in the event that compiling, summarizing, or tailoring the record is necessary to meet a request.

Common public records include: policies and procedures, meeting agendas, meeting minutes and recordings, handbooks, etc. The majority of these public records are available on a schools website or within the Board Book (no documents may be removed from the Board Book) located on the school property. Please look at these locations prior to making a GRAMA request.

All records are classified upon request and may be kept according to a retention schedule. Documents will not be provided if they have passed their retention deadline. To request a record, complete the attached request form in its entirety. The school or authorizer of the documents will respond to your request within five (5) business days of receiving the GRAMA request and will respond in one of four ways: 1) approve request and then provide the record within ten (10) business days; 2) denying the request and outlining the appeals process; 3) notifying requestor that the agency doesn't have the record and directing to the proper agency; or 4) notifying the requestor that an approval/denial cannot be given immediately and provide a date for follow-up communication.

For more information about GRAMA requests please visit one of the following websites:

<http://www.attorneygeneral.utah.gov>

<http://archives.utah.gov>

<http://www.usdoj.gov>

# Utah Government Records Request Form

**TO:** \_\_\_\_\_  
(Name of government entity holding the records and/or name of agency contact person.)

**Address of government office:** \_\_\_\_\_  
\_\_\_\_\_

**Description of records sought (records must be described with reasonable specificity):**

\_\_\_\_\_  
\_\_\_\_\_

- I would like to inspect (view) the records.
- I would like to receive a copy of the records. I understand that I may be responsible for fees associated with copying charges or research charges as permitted by UCA 63G-2-203. I authorize costs of up to \$
- UCA 63G-2-203(4) encourages agencies to fulfill a records request without charge. Based on UCA 63G-2-203 (4), I am requesting a waiver of copy costs because:

Releasing the record primarily benefits the public rather than a person. Please explain:

\_\_\_\_\_

- I am the subject of the record.
- I am the authorized representative of the subject of the record.
- My legal rights are directly affected by the record and I am impoverished.  
(Please attach information supporting your request for a waiver of the fees.)

If the requested records are not public, please explain why you believe you are entitled to access.

- I am the subject of the record.
- I am the person who provided the information.
- I am authorized to have access by the subject of the record or by the person who submitted the information. Documentation required by UCA 63G-2-202, is attached.
- Other. Please explain:

\_\_\_\_\_

- I am requesting expedited response as permitted by UCA 63G-2-204 (3)(b). (Please attach information that shows your status as a member of the media and a statement that the records are required for a story for broadcast or publication; or other information that demonstrates that you are entitled to expedited response.)

**Requester's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Daytime telephone number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_