

## GRAMA Records Requests

A request for records possessed by the Utah Lake Authority can be made by submitting a written request under the Government Records Access and Management Act (“GRAMA”). Requests must be submitted via the Utah Open Records Portal: <https://archives.utah.gov/opengovernment/open-records.html> .

Any individual or entity can submit a GRAMA request. The ULA GRAMA officer will review and respond to all requests. All documents are considered public unless the GRAMA officer designates them as private, controlled or protected.

Fees will be assessed in compliance with GRAMA. If the fee is over \$50.00, the Utah Lake Authority may require payment of estimated fees before the documents are provided.

### Utah Lake Authority Fees for Providing Records under GRAMA

As authorized by GRAMA, Utah Code § 63G-2-203, a governmental entity may charge a reasonable fee to cover the governmental entity’s actual cost of duplicating a record:

|                                       |   |  |
|---------------------------------------|---|--|
| Standard size, non-color white copies | \$.25 per page  |  |
| Standard size, color copies           | \$.50 per page  |  |
| 11×17 copies                          | \$.50 per page  |  |
| Other sized copies                    | Actual cost   |  |
| Data or media storage device          | \$15.00 (up to 16GB)                                      |  |
| Other media/supplies                  | Actual cost   |  |
| Staff mail preparation time           | \$2.00 (plus, actual mailing cost if greater than \$2.00) |  |
| Certification of a document           | \$ 2.00 per certification                                 |  |
| Other services                        | Actual cost (includes staff time)                         |  |

### **STAFF TIME**

GRAMA provides that staff time includes the time required to search, compile and otherwise prepare to provide a record. The actual cost, not to exceed salary of lowest paid employee who, in the discretion of the record’s custodian, has the necessary skill and training to perform the request under Utah Code § 63G-2-203(2)(b).

Staff time is calculated hourly when preparing and distributing digital documents.