



GRAMA FEES - UT 63G-2-203

Government Records Access and Management Act (“GRAMA”) states that a governmental entity may charge a reasonable fee to cover the actual cost of providing a record. This may include the following:

- the actual costs of staff time used for compiling, formatting, manipulating, packaging, summarizing, or tailoring data into a format to meet the requester’s needs.
- the direct administrative costs and staff time for search and retrieval;
- the administrative costs and actual incremental cost of providing the electronic services and procedures together with a reasonable portion of the costs associated with formatting or interfacing the information for particular users; and
- the actual materials costs incurred, including paper costs for copies, toner for printing, etc.

Staff time will be based on the salary of the lowest paid employee with the necessary skill and training to fulfill the request, and there can be no charge for the first quarter hour of staff time.

Before processing a request, we will require payment of unpaid GRAMA related fees from past requests.

Records Received By: _____

Date: _____

District Staff Name: _____

Date: _____

Fees Received: _____