GRAMA Request Notice of Denial

Date: _____

Note: Utah Code § 63G-2-205 (1 and 2) states that if the governmental entity denies the record in whole or in part, it shall provide a notice of denial. The notice shall contain a description of the record or portions of the record to which access was denied (provided the description does not disclose restricted information), the legal citation on which the decision to deny access is based (provided citation does not disclose restricted information), a statement that the requester has the right to appeal to the chief administrative officer, the time limits for filing an appeal, and the name and business address of the chief administrative officer.

Requester's information

Name: _____

Address: _____

City/State/zip: _____

Daytime telephone number: _____

Respondent's information

Records/GRAMA officer: _____

Government agency or office: _____

Address: _____

City/State/zip: _____

Record access considerations

Access to records or portions of records you requested or your request for a fee waiver is denied. These records have been classified with restricted access pursuant to GRAMA (Utah Code § 63G-2-201(3)) or court rule, another state statute, federal statute, or federal regulation (Utah Code § 63G-2-201(6)). Please see the attached sheet for a description of the record(s) denied and the reason for the denial.

Notice of appeal

You have the right to appeal this denial to the chief administrative officer. Please direct your appeal to:

Name: _____

Address: _____

City/State/zip: _____

Your notice of appeal must be submitted within 30 days of the above denial date and must include your name, mailing address, daytime telephone number, and an explanation of the relief sought. You may also include any supporting information with your notice of appeal.

Description of record	Complete citation of classification or court rule/order, state statute, federal statute, or federal regulation; and statement of reason

Office use

Records access considerations

_____ These records have been classified with restricted access pursuant to GRAMA (Utah Code § 63G-2-201(3)) or court rule, another state statute, federal statute, or federal regulation (Utah Code § 63G-2-201(6)). [*Detail provided*.]

_____ Records request unreasonably duplicates prior request and as provided in Utah Code § 63G-2-201(8)(a)(iv) the governmental entity is not required to fulfill the request.

_____ The agency does not have this record.

_____ A governmental entity is not required to create a record to fulfill this request as provided in Utah Code § 63G-2-201(8)(a)(i).

_____ This record was appropriately disposed of according to record series retention schedule number _____ on _____ .
(date)

_____ Utah Code § 63G-2-203(8)(a) provides that a governmental entity may require payment of past fees and future estimated fees (if fees are expected to exceed $50) before beginning to process a request.

_____ The estimated fee to fulfill this request is $ _____ . The prepaid amount in excess of fees will be returned to requester.

_____ The requester owes $ _____ in unpaid fees from previous requests.

Fee waiver considerations (See GRAMA Fees Form)

Note: Utah Code § 63G-2-203(6) provides that the requester may appeal the denial in the same manner as a person appeals when inspection of a public record is denied under § 63G-2-205 if he or she believes that there has been an unreasonable denial of a fee waiver. If the governmental entity denies a fee waiver, it must provide a statement that the requester has the right to appeal the denial to the chief administrative officer of the governmental entity; and the time limits for filing an appeal, and the name and business address of the chief administrative officer of the governmental entity.

_____ Request for fee waiver is denied.

Other considerations

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