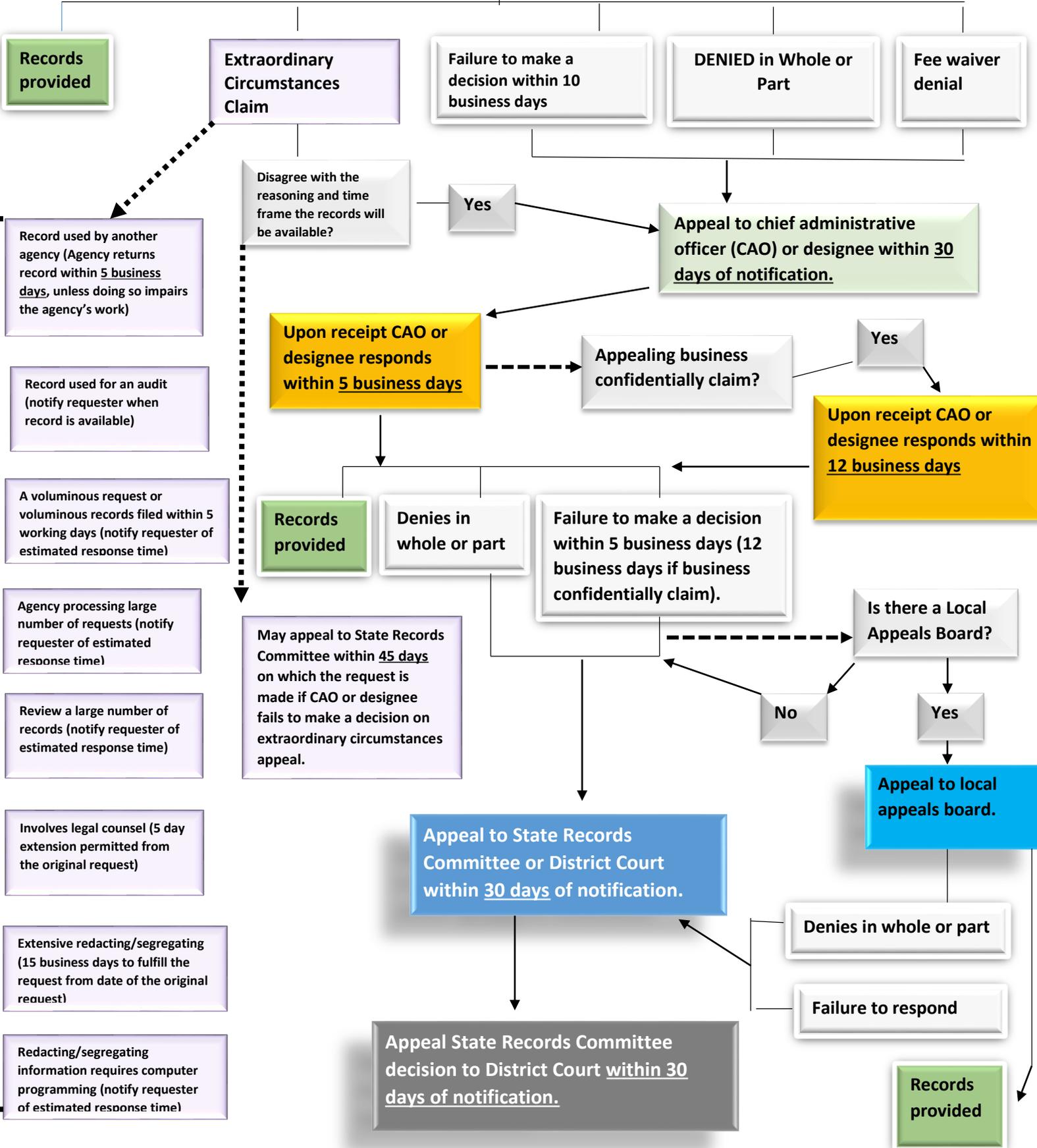


GRAMA Request and Appeals Process

**Request for records to local and state agencies**  
(Requires response in 10 business days)



**Records provided**

**Extraordinary Circumstances Claim**

**Failure to make a decision within 10 business days**

**DENIED in Whole or Part**

**Fee waiver denial**

Disagree with the reasoning and time frame the records will be available?

Yes

**Appeal to chief administrative officer (CAO) or designee within 30 days of notification.**

**Upon receipt CAO or designee responds within 5 business days**

Appealing business confidentially claim?

Yes

**Upon receipt CAO or designee responds within 12 business days**

Record used by another agency (Agency returns record within 5 business days, unless doing so impairs the agency's work)

Record used for an audit (notify requester when record is available)

A voluminous request or voluminous records filed within 5 working days (notify requester of estimated response time)

Agency processing large number of requests (notify requester of estimated response time)

Review a large number of records (notify requester of estimated response time)

Involves legal counsel (5 day extension permitted from the original request)

Extensive redacting/segregating (15 business days to fulfill the request from date of the original request)

Redacting/segregating information requires computer programming (notify requester of estimated response time)

May appeal to State Records Committee within 45 days on which the request is made if CAO or designee fails to make a decision on extraordinary circumstances appeal.

**Records provided**

**Denies in whole or part**

**Failure to make a decision within 5 business days (12 business days if business confidentially claim).**

Is there a Local Appeals Board?

No

Yes

**Appeal to local appeals board.**

**Appeal to State Records Committee or District Court within 30 days of notification.**

**Denies in whole or part**

**Failure to respond**

**Records provided**

**Appeal State Records Committee decision to District Court within 30 days of notification.**