



THE OPEN RECORDS PORTAL

Renée Wilson, Open Records Portal Administrator
Utah State Archives & Records Service
January 2016



THE PORTAL DEFINED

openrecords.utah.gov



Open Records Portal

[Records Requests](#)

[Online Records](#)

[Dashboard](#)

OpenRecords

The Open Records Portal is a central site from which a user can submit a records request (GRAMA request) to a governmental entity.



Request Records

 [Browse All Agencies](#)

 [State Agencies](#)

 [Counties](#)

 [Cities](#)

 [Transit Districts](#)

 [School Districts/Schools](#)

How It Works

- Find the governmental entity you want to contact and select the Request Records button for that agency



What Is the Portal?

“Open Records Portal” consists of 3 parts

- GRAMA Portal
 - Submit/receive GRAMA requests via GRAMA Dashboard
- Open Records (not yet active)
 - Upload, search, view, & access records
- Records Officer Dashboard
 - Manage records, access Archives services



Where This All Came From: SB-70

- 2014 legislative session
- Modified Open Utah website to include
 - Online GRAMA requests
 - Links to online records
 - And more
- SB-70 became part of [Utah Code 63A-3-403](#)



Utah Code 63A-3-403

(11) The department shall, in consultation with the board and as funding allows, modify the information website described in Subsection (10) to:

...

(b) by January 1, 2016, serve as a point of access for Government Records Access and Management requests for:

(i) school districts;

(ii) charter schools;

(iii) public transit districts created under Title 17B, Chapter 2a, Part 8, Public Transit District Act;

(iv) counties; and

(v) municipalities;

...

(d) except as provided in Subsection (12)(a), provide link capabilities to other existing repositories of public information, including maps, photograph collections, legislatively required reports, election data, statute, rules, regulations, and local ordinances that exist on other agency and political subdivision websites;



Utah Code 63A-3-403

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GRAMA PORTAL FAQs

Frequently Asked Questions

- Do I have to use it?
 - Yes! But not entirely. (But we hope you will!)
 - If you receive a request via the portal, you must access it from the portal.
 - You are not required to use the portal to respond. You can respond outside the portal if you prefer.



To Respond Outside of Portal

Home Records Officer Dashboard Manage Request Welcome, Amy Hamilton [log out](#)

Request marked as received

Manage Request

Records Requests Online Records Dashboard

← Records Officer Dashboard
Records Requested

Title: Test request to municipal test agency, level 1
Date Due: 01/14/2016
Total Fee for Request: To be determined
Request Status: In Progress
Description: Enter text here to describe the records you want to request, etc. etc.
Restrictions: Records contain no restricted information
Record Access: Receive a copy and request a fee waiver. [Approve/Deny](#)
Releasing the record primarily benefits the public
Please expedite this request because these records will benefit the general public. [Approve/Deny](#)
[More Detail](#)

[Print Request](#) [Close Request](#) [Respond to Request Outside Portal](#)

Request Portions [?]



Frequently Asked Questions

- How do I know if I have a request?
 - You'll receive an email notification
 - Contact your analyst if you would like the notifications to go to a specific email



Frequently Asked Questions

- When does the time limit start for answering the request?
 - When the request is opened, the clock starts
 - OR
 - If the request is unopened for 10 business days, it is considered a denial
 - Hopefully I'll hunt you down before then



Frequently Asked Questions

- Do I need to create an account?
 - Yes
 - You'll create a Utah Master Directory (UMD) account (if you don't already have one)
 - The portal will guide you through the process step by step
 - Login troubleshooter:
<http://goo.gl/forms/CuxdQcWT2M>



UMD Registration Tips

- Use the same email that the Archives has on file (the one that we send emails to)
 - Not sure what it is? Email your analyst
- Use a specific work email address, not a generic work email
 - We can update your email in our system; email your analyst
- Make sure your email is not already associated with a UMD account
 - Go to login.utah.gov to see associated emails



Frequently Asked Questions

- Are the requests public?
 - No
 - GRAMA requests have a suggested designation of public, BUT
 - Each agency classifies their own records, including GRAMA requests
 - Only the requester, records officer, and web admin can see the requests
 - We discourage requesters from including sensitive information



Frequently Asked Questions

- Are the requests kept forever?
 - No
 - Requests will be deleted after 2 years, according to state schedule 1-64



Frequently Asked Questions

- Can people abuse the system?
 - Not easily
 - Requests can only be sent to one agency at a time
 - If you believe someone is spamming agencies, please contact the portal administrator at openrecordsadmin@utah.gov



Frequently Asked Questions

- How do I verify someone's identity?
 - ID verification is at the discretion of each agency
 - Continue to use existing method of verification, or
 - Create new guidelines within your agency
 - Some ideas
 - Photocopy of ID
 - Require ID in person
 - Agency-specific form
 - PDF with digital signature





PORTAL RESOURCES FOR RECORDS OFFICERS

Help Center



Cities



Transit Districts



School Districts/Schools

How It Works

- Find the governmental entity you want to contact and select the Request Records button for that agency
- If you do not already have an account with the State of Utah to connect to online services, you will create one [here](#).
- Fill out the online form, including a detailed description⁹ of the records you want, then click Submit
- You will receive a response within the time limit allowed by law.⁹
- To review your submission and track the progress of your request, click on [Records Requests](#)

Reports

[Statistics for Entities](#)

[Statistics for Dates](#)

Help Center

☰ Help for Records Officers

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

Not sure where to start? Take a look at [the basics](#), or view the Open Records Portal [reference sheet](#) (PDF).

A

[Add a note](#)

[Appeals](#)

[Approvals](#)

[Approve a fee waiver request](#)

[Approve an expedited request](#)

[Approve a records request](#)

B

[Basics](#)

Frequently Asked Questions



Cities



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Reports

Statistics for Entities

Statistics for Dates

Frequently Asked Questions

Home > FAQ

FAQ

Login

← Home

Topics

Questions

[Common Record Requests](#)

[Criminal Records](#)

[Fees](#)

[GRAMA Appeals Process](#)

[GRAMA Records Request](#)

[General](#)

[How to Use Portal](#)

[Ombudsman](#)

[Records Officers](#)

[Time Limits](#)

▶ [Can other people besides the records officer answer the request through the portal?](#)

▶ [Do I have to use the Portal to answer requests?](#)

▶ [Do appointed records officers \(ARO\) require training?](#)

▶ [How do I forward a request to someone else?](#)

▶ [How do I know if someone submitted a request?](#)

▶ [How do I register as a new records officer?](#)

▶ [How do I turn email notifications off/on?](#)

▶ [My agency/personal information is wrong! How do I change it?](#)

▶ [What if the request is for someone else's records?](#)

▶ [When does the 10-day time limit start?](#)

Contact Us



Cities



Transit Districts



School Districts/Schools

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Reports

[Statistics for Entities](#)

[Statistics for Dates](#)

Contact Us

☰ Contact Us

Please contact us with any questions:

Open Records Website Administrator: Renée Wilson

openrecordsadmin@utah.gov

801-531-3842

GRAMA Portal Administrator: Nova Dubovik

ndubovik@utah.gov

801-531-3834

Utah Government Records Ombudsman: Rosemary Cundiff

grama@utah.gov

801-531-3858

Social Media

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[YouTube](#)

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GRAMA REQUEST SUBMISSION

How it Works

- Requester finds agency
- Requester submits request
- Agency is notified they have a request
- Agency responds to request



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[Records Requests](#)

[Online Records](#)

[Dashboard](#)

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OpenRecords

Active Filters

Agency Type: "State Government"
[\[remove\]](#)

Entity Level

[Top Level](#) (24)

Location (County)

[Salt Lake](#) (238)

[Utah](#) (9)

[Weber](#) (8)

[Davis](#) (5)

[Box Elder](#) (3)

[More...](#)

Location (City)

[Salt Lake City](#) (217)

[Draper](#) (11)

[Ogden](#) (7)

[Provo](#) (5)

[Taylorsville](#) (4)

[More...](#)

Date Created

[1850s](#) (1)

[1880s](#) (1)

[1890s](#) (10)

[1900s](#) (5)

[1910s](#) (3)

[More...](#)

| [Entity](#) | Agency Type: "State Government"
Names of Governmental Entities

[Alphabetic Browse](#)

Find:

[Search](#)

[Clear](#)

Results Per Page: [Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ... [22](#) [Go To Page:](#)

535 results

Sort: [by Relevance](#) ▾

- [\[+\] Alcoholic Beverage Control Commission](#) ↓ [Request Records](#)
- [\[+\] Board of Education](#) ↓ [Request Records](#)
- [Board of Pardons and Parole](#) ↓ [Request Records](#)
- [Capitol Preservation Board](#) ↓ [Request Records](#)
- [\[-\] Department of Administrative Services](#) ↓ [Request Records](#)
- [Division of Administrative Rules](#) ↓ [Request Records](#)
- [\[-\] Division of Archives and Records Service](#) ↓ [Request Records](#)
- [State Records Committee](#) ↓ [Request Records](#)
- [Test Agency](#) ↑ [Request Records](#)

[Department of Administrative Services](#) > [Division of Archives and Records Service](#) > Test Agency

Test Agency

[grama.utah.gov](#)

Records Officer: Kendra Yates
801-531-3866
346 Rio Grande St
Salt Lake City, UT 84101-1106

[Records Series \(State Archives\)](#)



346 South Rio Grande Street
Salt Lake City, Utah 84101

- [Utah State Historical Records Advisory Board](#) ↓ [Request Records](#)
- [\[+\] Division of Facilities Construction and Management](#) ↓ [Request Records](#)
- [\[+\] Division of Finance](#) ↓ [Request Records](#)
- [\[+\] Division of Fleet Operations](#) ↓ [Request Records](#)
- [\[+\] Division of Purchasing and General Services](#) ↓ [Request Records](#)
- [Rate Committee](#) ↓ [Request Records](#)
- [Division of Risk Management](#) ↓ [Request Records](#)
- [Board of Trustees of the Utah Navajo Trust Fund](#) ↓ [Request Records](#)
- [\[+\] Department of Agriculture and Food](#) ↓ [Request Records](#)
- [\[+\] Department of Corrections](#) ↓ [Request Records](#)
- [\[+\] Department of Financial Institutions](#) ↓ [Request Records](#)



Test Agency 1 Level 4 test ↑

[Department of Administrative Services](#) > [Division of Archives and Records Service](#) > [State Executive Department Test Agency](#) > [Test Agency 1 Level 4 test](#)

Test Agency 1 Level 4 test

Records Officer: Rosemary Cundiff ✉
801-531-3866
346 S Rio Grande Street
Salt Lake City, UT 84101-1106

Records Officer: Lorianne Ouderkirk ✉
801-531-3860
346 South Rio Grande
Salt Lake City, UT 84101

Records Officer: Rae Gifford ✉
801-531-3836
346 SOUTH RIO GRANDE ST
Salt Lake City, UT 84101

Records Officer: Janell Tuttle ✉
801-531-3845
346 S Rio Grande
Salt Lake City, UT 84101

[Records Series \(State Archives\)](#)



[346 S. Rio Grande Street](#)
[Salt Lake City, Utah 84101](#)

Request Form

[My Profile](#) | [My Requests](#) | [FAQ](#) | [About](#) | [Logout](#)
[← Home](#)

Search Agencies



Utah Code § 63G-2-204 (GRAMA) requires a person making a records request furnish the governmental entity with a written request containing the requester's name, mailing address, daytime telephone number (if available); and a description of the record requested that identifies the record with reasonable specificity.

Request Made To

Government Agency or Office: Test Agency
 Address: 346 South Rio Grande Street
 City: Salt Lake City
 State: UT
 Zip Code: 84101

[This is not the right agency](#)

Records Requested

Title of Request:

Description of records being requested:

* Please describe exactly what record you are requesting, including location of event(s) described in record, city, county, address, date range, names of person(s), and subject of the request. Please do not submit any confidential information such as social security number or account numbers.

Date Range of records being requested:

Year ▼ | Month ▼ | Day ▼ | To | Year ▼ | Month ▼ | Day ▼

Requester's Information

Name: Renee Wilson
 Address:
 Mailing Address Line 2
 City:
 State:
 Country:
 Zip Code:
 Phone: Not Applicable
 Use as defaults?

Restricted Records:

Note: If the record has a restricted access, GRAMA provides that certain individuals may still receive access, provided that one of the following applies:

- I am the subject of the record
- I am the authorized representative of the subject of the record
- I provided the information in the record
- I have a power of attorney or notarized release from the subject of the record

Considerations about the desired response*

I would like to:

- View or inspect the records only
- Receive a copy of the records and pay associated fees
Please notify me if the amount will exceed \$5
- Receive a copy of the records and request a fee waiver. According to Utah Code §63G-2-203
 - Releasing the record primarily benefits the public
 - I am the subject, or authorized representative, of the record
 - My legal rights are directly implicated by the information of the record because and I am impecunious
 - Receive an expedited response (5 days) because releasing the record benefits the public; I request the information for a story or report for publication or broadcast to the general public

[Submit Request](#) | [Submit and Upload Documents](#)
GRAMA requests are public information. See State General Schedule 1-64: [Records Access Requests and Appeals](#)

Home Requests Form Welcome, Renee Wilson

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Description of records being requested:

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Government Agency or Office: Test Agency

Address: 346 South Rio Grande Street

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State: UT

Zip Code: 84101

[This is not the right agency](#)

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 Address: 346 South Rio Grande Street
 City: Salt Lake City
 State: UT
 Zip Code: 84101

[This is not the right agency](#)

Records Requested

Title of Request: *

Description of records being requested: *

Date Range of records being requested:

Requester's Information

Name: Renee Wilson
 Address: *PO Box 3362

Records Requested

Title of Request:

*

Description of records being requested:

* Please describe exactly what record you are requesting, including location of event(s) described in record, city, county, address, date range, names of person(s), and subject of the request. Please do not submit any confidential information such as social security number or account numbers.

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Receive an expedited response (5 days) because releasing the record benefits the public; I request the information for a story or report for publication or broadcast to the general public.

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Government Agency or Office: Test Agency
 Address: 346 South Rio Grande Street
 City: Salt Lake City
 State: UT
 Zip Code: 84101

[This is not the right agency](#)

Records Requested

Requester's Information

Name: Renee Wilson

Address: * PO Box 3362
 Mailing Address Line 2

City: * Salt Lake City

State: * Utah

Country: Country

Zip Code: * 84110

Phone: * 801-531-3842 Not Applicable

Use as defaults?

Considerations about the desired response*

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Country:

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 State: UT
 Zip Code: 84101

[This is not the right agency](#)

Records Requested

Title of Request: *

Description of records being requested: *

Date Range of records being requested: Year | Month | Day To Year | Month | Day

Requester's Information

Name: Renee Wilson
 Address: *PO Box 3362

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GRAMA DASHBOARD

← Records Officer Dashboard

Records Requests

Show entries

Search:

[Advanced Search](#)

Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
+ Medical Records Release - Test Request	Renee Wilson	State Executive Test Agency	Renee Wilson	02/19/2016	Requested	Not Yet Received
+ Test request to municipal police department	Renee Wilson	Municipal Test Agency PD		02/19/2016	Requested	Not Yet Received
+ Test request to test school district agency	Renee Wilson	School District Test Agency		02/19/2016	Requested	Not Yet Received
+ Sheriff Jim Tracy	Karen McCoy	Utah Co. Sheriff	Juliann Chatwin	02/18/2016	In Progress	02/26/2016
+ Request for health inspection reports	Enming Luo	Utah Co. Health Department	Eric Edwards	02/18/2016	In Progress	03/04/2016
+ Paul Jones- Paul, We would like copies of the 1943 and 1970 Environmental Studies	Karen McCoy	Utah Co.	Aileen Conder	02/18/2016	In Progress	03/04/2016
+ Public Comment completed forms	Mike Kieffer	Eagle Mountain	Fionnuala Kofoed	02/18/2016	Requested	Not Yet Received
+ ARKANSAS FORREST MEDFEDERAL CORRECTIONAL	Kaylynn Allison	Utah Correctional Industries	Gina Proctor	02/18/2016	Requested	Not Yet Received

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Records Requests

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Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
+ Medical Records Release Test Request	Renee Wilson	State Executive Test Agency	Renee Wilson	02/19/2016	Requested	Not Yet Received
+ Test request to municipal police department	Renee Wilson	Municipal Test Agency PD		02/19/2016	Requested	Not Yet Received
+ Test request to test school district agency	Renee Wilson	School District Test Agency		02/19/2016	Requested	Not Yet Received
+ Sheriff Jim Tracy	Karen McCoy	Utah Co. Sheriff	Juliann Chatwin	02/18/2016	In Progress	02/26/2016
+ Request for health inspection reports	Enming Luo	Utah Co. Health Department	Eric Edwards	02/18/2016	In Progress	03/04/2016
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Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
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Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
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 Medical Records Release - Test Request	Renee Wilson	State Executive Test Agency	Renee Wilson	02/19/2016	Requested	Not Yet Received
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Description: Under the Utah Government Records Access and Management Act, §63-2-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that describe your agency's policies for releasing medical records, including releasing records to...

Request Portions

1. Main Request- Status: Open - Date Due:

- Request Fee Waiver- Status: Open - Date Due:
- Request Expedited- Status: Open - Date Due:

 Test request to municipal police department	Renee Wilson	Municipal Test Agency PD		02/19/2016	Requested	Not Yet Received
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GRAMA Requests

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Records Requests

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Search:

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Status: Date Range: Start Date To End Date

Only open requests? Yes No

Only your requests? Yes No

Apply Filter

Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
+ Medical Records Release - Test Request	Renee Wilson	State Executive Test Agency	Renee Wilson	02/19/2016	Requested	Not Yet Received
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GRAMA Requests

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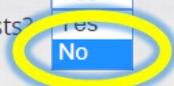
[Advanced Search](#)

Status:

Date Range: Start Date To End Date

Only open requests?

Only your requests?



Apply Filter

Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
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GRAMA Requests

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Status:

Date Range: Start Date To End Date

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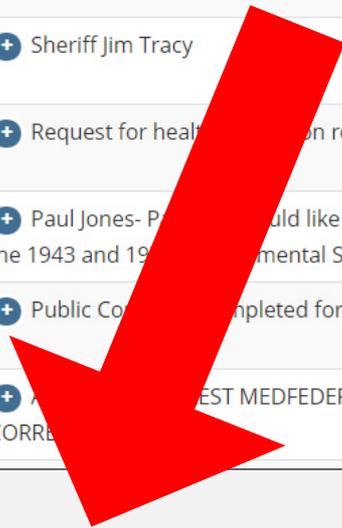
Records Requests

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Please select an agency and the dates for the data you would to see:

Select Agency:

Date Range: To

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ANSWERING A REQUEST

Request marked as received

Manage Request

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Records Officer Dashboard Records Requested

Title: Medical Records Release - Test Request
Date Due: 03/02/2016
Total Fee for Request: To be determined
Request Status: In Progress
Date Range: 1980 to 2016
Description: Under the Utah Government Records Access and Management Act, §63-2-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that describe your agency's policies for releasing medical records, including releasing records to subjects who are unable to sign for their own records, so someone else will have to sign for them or have power of attorney or something. I want to know how that all works, and also how many requests for medical releases you have had and who made them and what they were for. If there are any fees for searching or copying these records, please inform me if the cost will exceed \$2. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of all the stuff going on at your agency and how it works and how our records are being handled and what the public should expect from your agency. This information is not being sought for commercial purposes. The Utah Government Records Access and Management Act requires that public records responses be made within at least 10 business days if the records are for individual purposes or within five business days if the record is meant to benefit the general public. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records. If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law. Thank you for considering my request.

Restrictions: I have a power of attorney or notarized release from the subject of the record
Record Access: Receive a copy and request a fee waiver. Approve/Deny
 Releasing the record primarily benefits the public
 Please expedite this request because these records will benefit the general public. Approve/Deny
[More Detail](#)

[Print Request](#) [Close Request](#) [Respond to Request Outside Portal](#)

Request Portions ?

Title	Status	Date Due
Main Request	Open	03/02/2016
Request Expedited	Open	03/02/2016
Request Fee Waiver	Open	03/02/2016

Title: *Main Request
Status: Open
Total Fee Quoted: To be determined
Date Due: 03/02/2016
Assigned Records Officer: *Renee Wilson [Change Records Officer](#)
[More Detail](#)

Description: *Under the Utah Government Records Access and Management Act, §63-2-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that describe your agency's policies for releasing medical records, including releasing records to subjects who are

[Divide Request into Parts](#) [Save](#)

- Approve
- Deny
- Extraordinary Circumstances
- Refer
- Fees
- Contact Requester
- Other



Request marked as received

Manage Request

Records Requests Online Records Dashboard

Records Officer Dashboard
Records Requested

Title: Medical Records Release - Test Request
Date Due: 03/02/2016
Total Fee for Request: To be determined
Request Status: In Progress
Date Range: 1980 to 2016
Description: Under the Utah Government Records Access and Management Act, §63-2-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that describe your agency's policies for releasing medical records, including releasing records to subjects who are unable to sign for their own records, so someone else will have to sign for them or have power of attorney or something. I want to know how that all works, and also how many requests for medical releases you have had and who made them and what they were for. If there are any fees for searching or copying these records, please inform me if the cost will exceed \$2. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of all the stuff going on at your agency and how it works and how our records are being handled and what the public should expect from your agency. This information is not being sought for commercial purposes. The Utah Government Records Access and Management Act requires that public records requests be made within at least 10 business days of the records are for individual

Title:	Medical Records Release - Test Request
Date Due:	03/02/2016
Total Fee for Request:	To be determined
Request Status:	In Progress
Date Range:	1980 to 2016

Title	Status	Date Due
Main Request	Open	03/02/2016
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Request Fee Waiver	Open	03/02/2016

Title: *Main Request
Status: Open
Total Fee Quoted: To be determined
Date Due: 03/02/2016
Assigned Records Officer: *Renee Wilson [Change Records Officer](#)
[More Detail](#)

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- Approve
- Deny
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- Fees
- Contact Requester
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Manage Request

Records Requests Online Records Dashboard

Records Officer Dashboard
Records Requested

Title:	Medical Records Release - Test Request
Date Due:	03/02/2016
Total Fee for Request:	To be determined
Request Status:	In Progress
Date Range:	1980 to 2016
Description:	<p>Under the Utah Government Records Access and Management Act, §63-2-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that describe your agency's policies for releasing medical records, including releasing records to subjects who are unable to sign for their own records, so someone else will have to sign for them or have power of attorney or something. I want to know how that all works, and also how many requests for medical releases you have had and who made them and what they were for. If there are any fees for searching or copying these records, please inform me if the cost will exceed \$2. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of all the stuff going on at your agency and how it works and how our records are being handled and what the public should expect from your agency. This information is not being sought for commercial purposes. The Utah Government Records Access and Management Act requires that public records responses be made within at least 10 business days if the records are for individual purposes or within five business days if the record is meant to benefit the general public. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records. If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law. Thank you for considering my request.</p>

Description:

Under the Utah Government Records Access and Management Act, §63-2-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that describe your agency's policies for releasing medical records, including releasing records to subjects who are unable to sign for their own records, so someone else will have to sign for them or have power of attorney or something. I want to know how that all works, and also how many requests for medical releases you have had and who made them and what they were for. If there are any fees for searching or copying these records, please inform me if the cost will exceed \$2. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of all the stuff going on at your agency and how it works and how our records are being handled and what the public should expect from your agency. This information is not being sought for commercial purposes. The Utah Government Records Access and Management Act requires that public records responses be made within at least 10 business days if the records are for individual purposes or within five business days if the record is meant to benefit the general public. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records. If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law. Thank you for considering my request.

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Records Requests Online Records Dashboard

Records Officer Dashboard Records Requested

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[More Detail](#)

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Request Portions ?

Title	Status	Date Due
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- Approve
- Deny
- Extraordinary Circumstances
- Refer
- Fees
- Contact Requester
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Manage Request

Records Requests Online Records Dashboard

Records Officer Dashboard Records Requested

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More Detail		

Restrictions:
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[Approve](#) [Deny](#) [Extraordinary Circumstances](#) [Refer](#) [Fees](#) [Contact Requester](#) [Other](#)



Request marked as received

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Records Requests Online Records Dashboard

Records Officer Dashboard Records Requested

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Request Portions

Title	Status	Date Due
[Content obscured by overlay]		

Restrictions:
Record Access:

I have a power of attorney or notarized release from the subject of the record
 Receive a copy and request a fee waiver. Approve/Deny
 Releasing the record primarily benefits the public
 Please expedite this request because these records will benefit the general public. Approve/Deny
[More Detail](#)
[Print Request](#) [Close Request](#) [Respond to Request Outside Portal](#)

Description: *Under the Utah Government Records Access and Management Act, §63-2-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that describe your agency's policies for releasing medical records, including releasing records to subjects who are

[Divide Request into Parts](#) [Save](#)

- Approve
- Deny
- Extraordinary Circumstances
- Refer
- Fees
- Contact Requester
- Other



Request marked as received

Manage Request

Records Requests Online Records Dashboard

Records Officer Dashboard Records Requested

Title: Medical Records Release - Test Request
Date Due: 03/02/2016
Total Fee for Request: To be determined
Request Status: In Progress
Date Range: 1980 to 2016
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Request Portions

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Records Officer Dashboard Records Requested

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Manage Request

Records Requests Online Records Dashboard

Records Officer Dashboard
Records Requested

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[Divide Request into Parts](#) [Save](#)

Approve Deny Extraordinary Circumstances Refer Fees Contact Requester Other



Records Officer Dashboard Manage Request Welcome, Renee Wilson log out

Request marked as received

Manage Request

Records Requests Online Records Dashboard

← Records Officer Dashboard
Records Requested

Title: Medical Records Release - Test Request
Date Due: 03/02/2016
Total Fee for Request: To be determined
Request Status: In Progress

Request Portions ?

Title	Status	Date Due
Main Request	Open	03/02/2016
Request Expedited	Open	03/02/2016
Request Fee Waiver	Open	03/02/2016

Restrictions: I have a power of attorney or notarized release from the subject of the record.
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[More Detail](#)

[Print Request](#) [Close Request](#) [Respond to Request Outside Portal](#)

Request Portions ?

Title	Status	Date Due
Main Request	Open	03/02/2016
Request Expedited	Open	03/02/2016
Request Fee Waiver	Open	03/02/2016

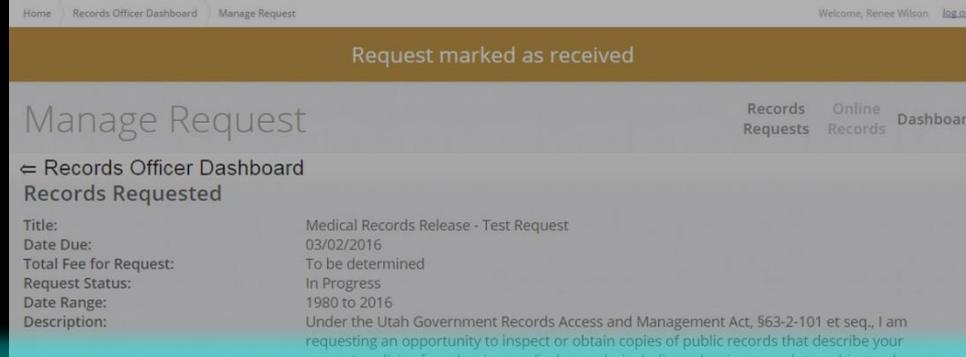
Title: *Main Request
Status: Open
Total Fee Quoted: To be determined
Date Due: 03/02/2016
Assigned Records Officer: *Renee Wilson [Change Records Officer](#)
[More Detail](#)

Description: *Under the Utah Government Records Access and Management Act, §63-2-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that describe your agency's policies for releasing medical records, including releasing records to subjects who are

[Divide Request into Parts](#) [Save](#)

- Approve
- Deny
- Extraordinary Circumstances
- Refer
- Fees
- Contact Requester
- Other





Title: *Main Request

Status: Open

Total Fee Quoted: To be determined

Date Due: 03/02/2016

Assigned Records Officer: *Renee Wilson [Change Records Officer](#)

[More Detail](#)

Description: *Under the Utah Government Records Access and Management Act, §63-2-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that describe your agency's policies for releasing medical records, including releasing records to subjects who are

[Divide Request into Parts](#) [Save](#)

Title	Status	Date Due
Main Request	Open	03/02/2016
Request Expedited	Open	03/02/2016
Request Fee Waiver	Open	03/02/2016

Title: *Main Request

Status: Open

Total Fee Quoted: To be determined

Date Due: 03/02/2016

Assigned Records Officer: *Renee Wilson [Change Records Officer](#)

[More Detail](#)

Description: *Under the Utah Government Records Access and Management Act, §63-2-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that describe your agency's policies for releasing medical records, including releasing records to subjects who are

[Divide Request into Parts](#) [Save](#)

[Approve](#) [Deny](#) [Extraordinary Circumstances](#) [Refer](#) [Fees](#) [Contact Requester](#) [Other](#)



Request marked as received

Manage Request

[Records Requests](#) [Online Records](#) [Dashboard](#)

Records Officer Dashboard Records Requested

Title: Medical Records Release - Test Request
Date Due: 03/02/2016
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Request Status: In Progress
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Description: Under the Utah Government Records Access and Management Act, §63-2-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that describe your agency's policies for releasing medical records, including releasing records to subjects who are unable to sign for their own records, so someone else will have to sign for them or have power of attorney or something. I want to know how that all works, and also how many requests for medical releases you have had and who made them and what they were for. If there are any fees for searching or copying these records, please inform me if the cost will exceed \$2. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of all the stuff going on at your agency and how it works and how our records are being handled and what the public should expect from your agency. This information is not being sought for commercial purposes. The Utah Government Records Access and Management Act requires that public records responses be made within at least 10 business days if the records are for individual purposes or within five business days if the record is meant to benefit the general public. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records. If

Approve Deny **Extraordinary Circumstances** Refer Fees Contact Requester Other

Title	Status	Date Due
Main Request	Open	03/02/2016
Request Expedited	Open	03/02/2016
Request Fee Waiver	Open	03/02/2016

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Approve Deny Extraordinary Circumstances Refer Fees Contact Requester Other



Approve

Approve

Deny

Extraordinary
Circumstances

Refer

Fees

Contact Requester

Other

Result:

*Please enter a result for the request. Max 4000 characters

Delivery Method of Records:*

- Email
- Mail
- View in Office/Pickup
- URL
- Upload

Approve



Deny

Approve Deny

Extraordinary
Circumstances

Refer

Fees

Contact Requester

Other

Deny Request Reason

An e-mail, with this denial reason included, is sent to the requester.

* Please describe the records being denied. Explain why the records are being denied, and include a legal citation. Max 4000 characters.

You can add additional people to be included in this email that gets sent out for this denial:

CC	▼	▼

If you would like to add a person not listed above then you may include their email here: (emails must be seperated by commas)

Additional email addresses to include as BCC - email addresses must be seperated by a comma (max 5000 characters)

The requester has the right to appeal this decision. Appeal must be made within the next 30 days to:

Full Name:

* Kendra Yates

Business Address:

* 346 South Rio Grande

Suite Number or etc...

City:

* Salt Lake City ▼ , UT

Zip Code:

* 84101

Email:

kendrayates@utah.gov

Deny This Request

Deny

Approve Deny

Extraordinary
Circumstances

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Other

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* Salt Lake City , UT

* 84101

kendrayates@utah.gov

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Approve Deny

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City:	* Salt Lake City ▼ , UT
Zip Code:	* 84101
Email:	kendrayates@utah.gov

Deny This Request

Extraordinary Circumstances

Approve Deny Extraordinary Circumstances Refer Fees Contact Requester Other

5) State the date when the requester should notify the requester if extraordinary circumstances exist when it is not possible to approve or deny the request. The response must include a description of the extraordinary circumstances and the date when the records will be available.

Requester's Information

Name: [Redacted]
Address: [Redacted] 62
City: Salt Lake City
State: Utah
Zip Code: 84110
Phone: 801-531-3842

Record Access Considerations*

The agency determines that due to extraordinary circumstances stated in Utah Code § 63G-2-204(5), it cannot respond within specified time limits.

- Another governmental entity is using the record (five extra days or as soon as reasonably possible)
- Another governmental entity is using the record as part of an audit, and returning the record before the completion of the audit would impair the conduct of the audit (as soon as reasonably possible)
- The request, or substantial series of requests filed within five working days of each other, is for a voluminous quantity of records or a record series containing a substantial number of records (as soon as reasonably possible)
- The governmental entity is currently processing a large number of record requests (as soon as reasonably possible)
- The request requires the governmental entity to review a large number of records to locate the records requested (as soon as reasonably possible)
- The decision to release a record involves legal issues that require legal counsel analysis (five extra days)
- Segregating information that the requester is entitled to inspect from information that the requester is not entitled to inspect requires extensive editing (fifteen extra days)
- Segregating information that the requester is entitled to inspect from information that the requester is not entitled to inspect requires computer programming (as soon as reasonably possible)

Description of Extraordinary Circumstances

Date when records will be approved, denied, or made available: *

*Please describe the extraordinary circumstance in detail. Max 4000 characters

[Empty text area for describing extraordinary circumstances]

Complete



Extraordinary Circumstances

Approve Deny Extraordinary Circumstances Refer Fees Contact Requester Other

5) State the date when the requester should notify the requester if extraordinary circumstances exist when it is not possible to approve or deny the request. The response must include a description of the extraordinary circumstances and the date when the records will be available.

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Description of Extraordinary Circumstances

Date when records will be approved, denied, or made available: *

*Please describe the extraordinary circumstance in detail. Max 4000 characters

[Redacted]

Complete



Extraordinary Circumstances

Approve Deny Extraordinary Circumstances Refer Fees Contact Requester Other

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Description of Extraordinary Circumstances

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* Please describe the extraordinary circumstance in detail. Max 4000 characters

[Redacted text area]

Complete



Refer

Approve

Deny

Extraordinary
Circumstances

Refer

Fees

Contact Requester

Other

Please choose how to refer this subrequest*

- Refer Records Officer (if known)
- Refer Government Agency or Office (if known)

Search:

Agency Name

Academy for Math Engineering and Science (Utah)

Agricultural Advisory Board

Alcoholic Beverage Control Commission

Alpine (Utah)

Alpine Conservation District (Utah)

Select Agency Selected: *

Does Not Exist Referral

Use Form Referral

Refer



Fees

Approve Deny Extraordinary Circumstances Refer Fees Contact Requester Other

Search:

Date Created	Quantity	Description	Price (\$)
01/07/2016 19:59 34	1	Postage	3.54
01/07/2016 19:58 44	3	DVDs for digital files	9.00
01/07/2016 19:57 29	58	Copies of Records Something	2.90

Add Fee Total: \$15.44



Fees

- Approve
- Deny
- Extraordinary Circumstances
- Refer
- Fees**
- Contact Requester
- Other

Search:

Date Created	Quantity	Description	Price (\$)
01/07/2016 19:59 34	1	Postage	3.54
01/07/2016 19:58 44	3	DVDs for digital files	9.00
01/07/2016 19:57 29	58	Copies of Records Something	2.90

Add Fee

Total: \$15.44

Add Fee

Description: *

Quantity: *

Cost Per Each: *\$

Fee Waived:

Paid:

Add Fee



Fees

Manage Request

Records Requests

Online Records

← Records Officer Dashboard Records Requested

Title: This is a test request to a county agency
Date Due: 01/14/2016
Total Fee for Request: \$55.44
Request Status: In Progress
Description: Testing to see how this works and what will be seen on the general records request main page. blah blah blah.
Restrictions: Records contain no restricted information
Record Access: Receive a copy and request a fee waiver. [Approve/Deny](#)
Releasing the record primarily benefits the public
Please expedite this request because these records will benefit the general public. [Approve](#)
[More Detail](#)

Print Request

Close Request

Respond to Request Outside Portal



Fees

← Manage Request

Fees

Date Created ▲	Description ◆	Quantity ◆	Cost Per Each ◆	Price(\$) ◆	Paid ◆	Waived ◆
01/07/2016 19:57 29	Copies of Records Something	58	\$.05	2.90	No	No
01/07/2016 19:58 44	DVDs for digital files	3	\$ 3.00	9.00	No	No
01/07/2016 19:59 34	Postage	1	\$ 3.54	3.54	No	No

Tasks

Title ▲	Billable Time ◆	Billable Rate ◆	Price(\$) ◆	Paid ◆	Waived ◆
Contact requester for clarification	.00	20.00	.00	No	No
Research classification of records requested	2.00 Hours	20.00	40.00	No	No



Contact Requester

Approve	Deny	Extraordinary Circumstances	Refer	Fees	Contact Requester	Other
---------	------	-----------------------------	-------	------	-------------------	-------

Contact Information

Full Name: Renee Wilson
Address: PO Box 3362
City: Salt Lake City
State: Utah
Zip Code: 84110
Daytime Phone Number: 801-531-3842

Send Message

From: Renee Wilson
To: Renee Wilson
Subject: *
Message: * Enter message here... Max 30000 characters



Other

Approve Deny Extraordinary Circumstances Refer Fees Contact Requester Other

Tasks
References
Notes
Logs

[Open.Utah.gov](#) | [Data.Utah.gov](#) | [Help Center](#) | [About](#) | [FAQ](#) | [Contact Us](#)



Other: Tasks

Approve Deny Extraordinary Circumstances Refer Fees Contact Requester Other

Show Only Active Tasks Search:

Title ▲	Assigned To ◆	Status ◆
Contact requester for clarification	Renee Wilson	In Progress
Research classification of records requested	Renee Wilson	In Progress

Add Task



Other: Tasks

Approve

Deny

Extraordinary
Circumstances

Refer

Fees

Contact Requester

Other

Show Only Active Tasks

Search:

Title ▲	Assigned To ◆	Status ◆
Contact requester for clarification	Renee Wilson	In Progress
Research classification of records requested	Renee Wilson	In Progress

Add Task

Duplicate Previous Task:

Title:

* Descriptive Title for Task

Assign Person:*

Assign a Records Officer

* Renee Wilson

Select Records Officer

Assign Agency Staff

Billable Rate:

\$ 0 Per Hour

Price Waived:

Yes

Paid:

No

Date Due:

Description:

Max 4000 Characters

Add Task

Other: Tasks

Approve

Deny

Extraordinary
Circumstances

Refer

Fees

Contact Requester

Other

Show Only Active Tasks

Search:

Title	Assigned To	Status
Contact requester for clarification	Renee Wilson	In Progress
Research classification of records requested	Renee Wilson	In Progress

Add Task

Duplicate Previous Task:

Title:

* Descriptive Title for Task

Assign Person:*

Assign a Records Officer

* Renee Wilson

Select Records Officer

Assign Agency Staff

Billable Rate:

\$ 0 Per Hour

Price Waived:

Yes

Paid:

No

Date Due:

Description:

Max 4000 Characters

Add Task

Other: Tasks

Title	Assigned To	Status
Contact requester for clarification	Renee Wilson	In Progress
Research classification of records requested	Renee Wilson	In Progress

Add Task

Title: * Research classification of records requeste

Assign Person:*

Assign a Records Officer

* Renee Wilson Change Records Officer

Assign Agency Staff

Billable Time:

Billable Rate:

Price Waived:

Paid:

Date Due:

Date Assigned: 01/07/2016 20:05 48

Date Changed: 01/07/2016 20:06 10

Last Changed By: Renee Wilson

Notes:

Description:

Save Mark Complete Cancel Task

Other: Documents

Approve

Deny

Extraordinary
Circumstances

Refer

Fees

Contact Requester

Other

Reference Documents

Upload Reference

Upload any files that you wish to attach to the request you just submitted (size limit 2 MB):

File to Upload:

* No file chosen

Title for Document:



Other: Documents

Approve

Deny

Extraordinary
Circumstances

Refer

Fees

Contact Requester

Other

Reference Documents

Document Title/File Name	Uploaded By	Date Uploaded	
lavoie_OAIS.pdf	Renee Wilson	02/24/2016	Remove View
onenote-updates.jpg	Renee Wilson	02/24/2016	Remove View
small-changes.jpg	Renee Wilson	02/24/2016	Remove View

Upload Reference

Upload any files that you wish to attach to the request you just submitted (size limit 2 MB):

File to Upload:

* [Choose File](#) No file chosen

Title for Document:

Optional: file title

[Upload](#)



Other: Notes

Approve

Deny

Extraordinary
Circumstances

Refer

Fees

Contact Requester

Other

Search:

Date ▼	Added By ⚡	Note ⚡
01/07/2016 09:30 PM	Renee Wilson	Attempted to contact the requester on Friday, January 8, 2016, but she did not answer her phone.

Add Note



Other: Log

Approve Deny Extraordinary Circumstances Refer Fees Contact Requester Other

Search:

Date	Performed By	Action Type
01/07/2016 09:30 PM	Renee Wilson	Note Added
01/07/2016 08:07 PM	Renee Wilson	Task Created
01/07/2016 08:07 PM	Renee Wilson	Request Portion Pending Task
01/07/2016 08:05 PM	Renee Wilson	Task Created
01/07/2016 08:05 PM	Renee Wilson	Request Portion Pending Task
01/07/2016 07:59 PM	System	Message from Records Officer
01/07/2016 07:59 PM	Renee Wilson	Fee Created
01/07/2016 07:58 PM	System	Message from Records Officer

Add Log



Request marked as received

Manage Request

[Records Requests](#) [Online Records](#) [Dashboard](#)

Records Officer Dashboard Records Requested

Title: Medical Records Release - Test Request
Date Due: 03/02/2016
Total Fee for Request: To be determined
Request Status: In Progress
Date Range: 1980 to 2016
Description: Under the Utah Government Records Access and Management Act, §63-2-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that describe your agency's policies for releasing medical records, including releasing records to subjects who are unable to sign for their own records, so someone else will have to sign for them or have power of attorney or something. I want to know how that all works, and also how many requests for medical releases you have had and who made them and what they were for. If there are any fees for searching or copying these records, please inform me if the cost will exceed \$2. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of all the stuff going on at your agency and how it works and how our records are being handled and what the public should expect from your agency. This information is not being sought for commercial purposes. The Utah Government Records Access and Management Act requires that public records responses be made within at least 10 business days if the records are for individual purposes or within five business days if the record is meant to benefit the general public. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records. If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law. Thank you for considering my request.

Restrictions: I have a power of attorney or notarized release from the subject of the record
Record Access: Receive a copy and request a fee waiver. Approve/Deny
 Releasing the record primarily benefits the public
 Please expedite this request because these records will benefit the general public. Approve/Deny
[More Detail](#)

[Print Request](#) [Close Request](#) [Respond to Request Outside Portal](#)

Request Portions ?

Title	Status	Date Due
Main Request	Open	03/02/2016
Request Expedited	Open	03/02/2016
Request Fee Waiver	Open	03/02/2016

Title: *Main Request
Status: Open
Total Fee Quoted: To be determined
Date Due: 03/02/2016
Assigned Records Officer: *Renee Wilson [Change Records Officer](#)
[More Detail](#)

Description: *Under the Utah Government Records Access and Management Act, §63-2-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that describe your agency's policies for releasing medical records, including releasing records to subjects who are

[Divide Request into Parts](#) [Save](#)

- Approve
- Deny
- Extraordinary Circumstances
- Refer
- Fees
- Contact Requester
- Other



Up and Coming

- In consideration or planning:
 - Customizable fields to capture information specific to your agency
 - Customizable fee schedules
 - Ability to collect fees
 - Additional reporting tools
 - Ability to manually enter requests received outside of the portal



Please let us know if:

- You have special records request needs
 - Additional required forms
 - Already using an online request system
- You have questions or concerns
- You have requests or suggestions for new features
- You like it





**ONLINE RECORDS: COMING
SOON!**

Open Records Portal

- Records Requests
- Online Records**
- Dashboard

OpenRecords

The Open Records Portal is a central site from which a user can submit a records request (GRAMA request) to a governmental entity.



Request Records

 **Browse All Agencies**

 **State Agencies**

 **Counties**

 **Cities**

 **Transit Districts**

 **School Districts/Schools**

How It Works

- Find the governmental entity you want to contact and select the Request Records button for that agency



Up and Coming

- In consideration or planning:
 - View agency series information
 - Report new series; edit/revise series information
 - Upload local ordinances (or URL)
 - And much more!





RECORDS OFFICER DASHBOARD

Open Records Portal

[Records Requests](#)

[Online Records](#)

[Dashboard](#)

OpenRecords

The Open Records Portal is a central site from which a user can submit a records request (GRAMA request) to a governmental entity.



Request Records

 [Browse All Agencies](#)

 [State Agencies](#)

 [Counties](#)

 [Cities](#)

 [Transit Districts](#)

 [School Districts/Schools](#)

How It Works

- Find the governmental entity you want to contact and select the Request Records button for that agency



Records Officer Training

Records Requests

Online Records

Dashboard

GRAMA Requests

Training

Agency

Agency Records

My Account

← Records Officer Dashboard

Certification

Online Resources

Suggest a Training Topic

Register for Training

View Training Sessions Attended

Request In-Agency Training



Records Officer Certification

[Records Requests](#) [Online Records](#) [Dashboard](#)

[GRAMA Requests](#) [Training](#) [Agency](#) [Agency Records](#) [My Account](#)

← Training

Certification Information for Renee Wilson



Your current status: **CERTIFIED**
 Annual renewal due: **JANUARY 20, 2017**

Applicable Tests

Test Name	Your Status	Resources	Actions
Records Access and GRAMA Essentials Test	See test results below.	View Test Materials	Start This Test
Records Management Essentials Test	See test results below.	View Test Materials	Start This Test

Your Test History

Test Name	Started	Completed	Score	Pass/Fail	Options	
Records Management Essentials Test	01/20/2016	01/20/2016	85.11%	Pass	Reprint My Certificate	View Missed Questions
Records Access and GRAMA Essentials Test	12/22/2015	12/22/2015	100.00%	Pass	Reprint My Certificate	
Records Access and GRAMA Essentials Test	12/22/2015	12/22/2015	89.80%	Pass	Reprint My Certificate	
Records Access and GRAMA Essentials Test	12/18/2013	12/18/2013	98.00%	Pass	Reprint My Certificate	
Records Access and GRAMA Essentials Test		12/18/2014	94.00%	Pass	Reprint My Certificate	

Records Officer Certification

Records Requests Online Records Dashboard

GRAMA Requests

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Agency Records

My Account

← Training

Certification Information for Renee Wilson



Your current status: **CERTIFIED**

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Records Access and GRAMA Essentials Test	12/18/2013	12/18/2013	98.00%	Pass	Reprint My Certificate
Records Access and GRAMA Essentials Test	12/18/2014	12/18/2014	94.00%	Pass	Reprint My Certificate

[View Missed Questions](#)

Records Officer Certification

[Records Requests](#) [Online Records](#) [Dashboard](#)

[GRAMA Requests](#)

[Training](#)

[Agency](#)

[Agency Records](#)

[My Account](#)

← Training

Certification Information for Renee Wilson



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[View Missed Questions](#)

Records Officer Certification

Records Requests Online Records Dashboard

GRAMA Requests

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My Account

← Training

Certification Information for Renee Wilson



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[View Missed Questions](#)

Records Officer Certification

Records Requests Online Records Dashboard

GRAMA Requests

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My Account

← Training

Certification Information for Renee Wilson



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Records Access and GRAMA Essentials Test	12/22/2015	12/22/2015	89.80%	Pass	Reprint My Certificate
Records Access and GRAMA Essentials Test	12/18/2013	12/18/2013	98.00%	Pass	Reprint My Certificate
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Records Officer Certification

Records Requests Online Records Dashboard

GRAMA Requests

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My Account

← Training

Certification Information for Renee Wilson



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Records Access and GRAMA Essentials Test	12/18/2013	12/18/2013	98.00%	Pass	Reprint My Certificate
Records Access and GRAMA Essentials Test	12/18/2014	12/18/2014	94.00%	Pass	Reprint My Certificate

Records Officer Training

Records Requests

Online Records

Dashboard

GRAMA Requests

Training

Agency

Agency Records

My Account

← Records Officer Dashboard

Certification

Online Resources

Suggest a Training Topic

Register for Training

View Training Sessions Attended

Request In-Agency Training



← Training

Upcoming Training Classes

Show entries

Search:

Class Date	Location	Starts	Ends	Class Name	Status	Actions
Fri Jan 8, 2016	Utah State Archives	10:00 AM	12:00 PM	Open Records Portal Training	Available	Register for this Class
Tue Jan 12, 2016	Online Training	10:00 AM	12:00 PM	Open Records Portal Training	Available	Register for this Class
Tue Jan 19, 2016	Orem City Council Chambers	10:00 AM	12:00 PM	Open Records Portal Training	Available	Register for this Class
Wed Jan 20, 2016	Sevier School District	9:00 AM	12:00 PM	Records Access I: Public Records Requests	Available	Register for this Class
Wed Jan 20, 2016	Sevier School District	1:00 PM	4:00 PM	Basic Records Management I: Records Management	Available	Register for this Class
Wed Jan 27, 2016	Weber State Library Special Collections	10:00 AM	12:00 PM	Open Records Portal Training	Available	Register for this Class
Thu Jan 28, 2016	Online training	10:00 AM	12:00 PM	Open Records Portal Training	Available	Register for this Class
Wed Feb 17, 2016	Kane County Commission Chambers	9:00 AM	11:00 AM	Open Records Portal Training	Available	Register for this Class

← Training

Upcoming Training Classes

Show entries

Search:

Class Date	Location	Starts	Ends	Class Name	Status	Actions
Fri Jan 8, 2016	Utah State Archives	10:00 AM	12:00 PM	Open Records Portal Training	Available	Register for this Class
Tue Jan 12, 2016	Online Training	10:00 AM	12:00 PM	Open Records Portal Training	Available	Withdraw from this Class
Tue Jan 19, 2016	Orem City Council Chambers	10:00 AM	12:00 PM	Open Records Portal Training	Available	Register for this Class
Wed Jan 20, 2016	Sevier School District	9:00 AM	12:00 PM	Records Access I: Public Records Requests	Available	Register for this Class
Wed Jan 20, 2016	Sevier School District	1:00 PM	4:00 PM	Basic Records Management I: Records Management	Available	Register for this Class
Wed Jan 27, 2016	Weber State Library Special Collections	10:00 AM	12:00 PM	Open Records Portal Training	Available	Register for this Class
Thu Jan 28, 2016	Online training	10:00 AM	12:00 PM	Open Records Portal Training	Available	Register for this Class
Wed Feb 17, 2016	Kane County Commission Chambers	9:00 AM	11:00 AM	Open Records Portal Training	Available	Register for this Class

Account Management

Records Requests

Online Records

Dashboard

GRAMA Requests

Training

Agency

Agency Records

My Account

← Records Officer Dashboard

My Profile

Portal Settings

Certification



My Profile

Records Requests

Online Records

Dashboard

GRAMA Requests

Training

Agency

Agency Records

My Account

← My Account

Name: Prefix Middle Name Suffix

Familiar Name (Nickname):

Title:

Email Address:

Receive Notifications: ▾

Always Change All AROs: ▾

Phone Number: - Ext:

Fax: -

Address:

City/State:

Zip Code: -

Save



Up and Coming

- In consideration or planning:
 - Request training
 - Verify records officers (for CAOs)
 - Update agency information
 - Contact your Archives records analyst
 - And much more!



Transparency Board

- For large-scale or specific legislative concerns
- Deidre Henderson
 - <http://www.deidrehenderson.com/contact-me/>
 - 801-787-6197 (text)
- John Reidhead, chair
 - jreidhead@utah.gov
 - 801-538-3095
- Patricia Smith-Mansfield, vice chair
 - pmansfie@utah.gov
 - 801-531-3850



Contact us

Website: openrecords.utah.gov

Renée Wilson – 801-531-3842, reneewilson@utah.gov

- Open Records Portal Administrator
- Contact for questions about the portal, portal use, functionality, etc.

Nova Dubovik – 801-531-3834, ndubovik@utah.gov

- GRAMA Coordinator
- Contact to report agency updates, GRAMA designee, etc.

Rosemary Cundiff – 801-531-3858, rcundiff@utah.gov

- Government Records Ombudsman
- Contact with questions about GRAMA law, mediation, etc.



Records Analysts

Kendra Yates – 801-531-3866, kendrayates@utah.gov

- elected state agencies, courts, legislature; analyst manager

Rae Gifford – 801-531-3836, rgifford@utah.gov

- state agencies (with a few exceptions) and education

Lorianne Ouderkirk – 801-531-3860, louderkirk@utah.gov

- local agencies, law enforcement, Dept of Health

Rebekkah Shaw – 801-531-3851, rshaw@utah.gov

- general retention schedules

Blog: <https://recordskeepers.wordpress.com/>



3 Minute Break





TRAINING & CERTIFICATION FOR RECORDS OFFICERS

Compliance made easy(ier) – an overview

Your Responsibilities as CAO Include:

- Establish records management program
- Appoint records officer(s)
- Ensure that they certify annually



Your Responsibilities as Records Officer may Include:

- Care and Maintenance
- Scheduling and Disposal
- Classification and Designation
- Providing access
- Preserving

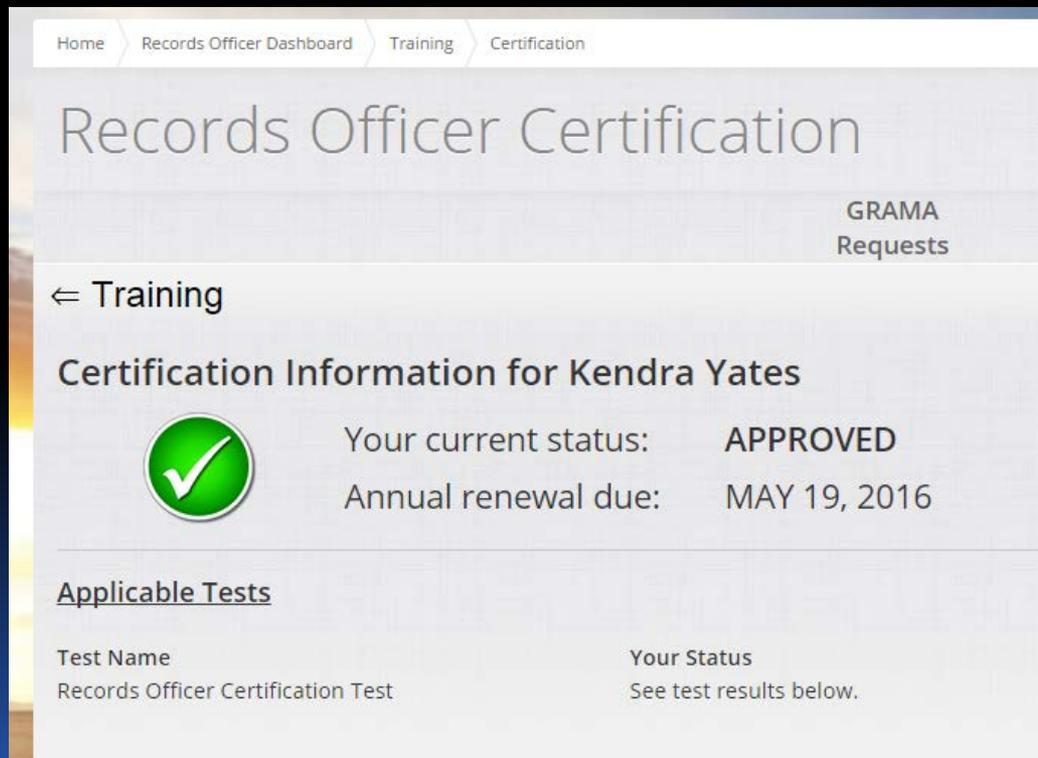


Records officers may share those responsibilities with other records officers in their agencies, depending on how the roles are distributed.



Certifying annually

- Every records officer (almost)
- Utah Code 63G-2-108



The screenshot displays a web interface for 'Records Officer Certification'. The breadcrumb trail at the top reads: Home > Records Officer Dashboard > Training > Certification. The main heading is 'Records Officer Certification'. On the right side, there is a link for 'GRAMA Requests'. Below this, a navigation link '← Training' is visible. The central section is titled 'Certification Information for Kendra Yates' and features a green circular icon with a white checkmark. To the right of the icon, the text indicates: 'Your current status: APPROVED' and 'Annual renewal due: MAY 19, 2016'. Below this information, there is a section titled 'Applicable Tests' which contains a table with two columns: 'Test Name' and 'Your Status'. The table lists 'Records Officer Certification Test' with the status 'See test results below.'

Test Name	Your Status
Records Officer Certification Test	See test results below.



Certification option available up to now

Online training course that “shall train a records officer regarding the provisions of [GRAMA]”

Utah Code 63A-12-110(3)



Division of
Archives &
Records Service
SERVICES ELEVATED

RECORDS ACCESS ESSENTIALS FOR GOVERNMENT EMPLOYEES

[Home](#)

Module 1: General Provisions

Module 2: Access to Records

Module 3: Classification

Module 4: Appeals

Module 5: Applicability to Political Subdivisions, the Judiciary, and the Legislature

Module 6: Other provisions in GRAMA

[Download GRAMA law](#)

[Print this training](#)

This training will assist records officers in complying with GRAMA requirements when fulfilling records requests and teach them how to find and use the provisions of GRAMA. This training will cover those provisions of GRAMA needed to fulfill records requests.

It is recommended that records officers taking this training download a copy of GRAMA to follow along in the training and mark up important provisions.

The State Archives offers additional training covering other GRAMA provisions and on issues of records management. These training opportunities can be found on the State Archives website.

To begin, please select a module from the menu.

« [Go to End](#) | [Go to Start](#) »

346 S. Rio Grande St • Salt Lake City, UT 84101
Telephone (801)531-3863 • Email recordsmanagement@utah.gov



There are now two paths to certification

- Records Access
 - GRAMA
 - Classifying records
 - Responding to GRAMA requests appropriately
- Records Management
 - PRMA
 - Understanding records
 - Implementing retention schedules





RECORDS ACCESS

GRAMA in a nutshell

GRAMA Certification

- Records Access
 - GRAMA
 - Classifying records
 - Respond to GRAMA requests appropriately



RECORDS ACCESS ESSENTIALS FOR GOVERNMENT EMPLOYEES

Home
Module 1: General Provisions
Module 2: Access to Records
Module 3: Classification
Module 4: Appeals
Module 5: Applicability to Political Subdivisions, the Judiciary, and the Legislature
Module 6: Other provisions in GRAMA
Download GRAMA law
Print this training

[« Go to End](#) | [Go to Start »](#)

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To begin, please select a module from the menu.

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GRAMA Sections

- Section 1: General Provisions
- Section 2: Access to Records
- Section 3: Classifications
- Section 4: Appeals
- Section 5: Applicability to Political Subdivisions, the Judiciary, and the Legislature
- Section 6: Other provisions in GRAMA



Section I: General Provisions

GRAMA Legislative Intent



- Promote easy and reasonable access to public records
- Specify when interest in restriction outweighs access
- Define appropriate restrictions



Section I: General Provisions

- Definitions
- Confidentiality agreements
- Records of security measures
- Certification of records officers



Section 2: Access to Records



Section 2: Access to Records

RIGHT TO INSPECT

- Right to inspect records and receive copies
- Government not required to create, compile, format records
- Government may not use physical form to hinder access



Section 2: Access to Records

DISCLOSURE OF RECORDS

- Private records to individual, parent or legal guardian, POA
- Controlled records to health care providers with authorization
- Protected records to the person who submitted, POA etc.
- Verify identity of requester



Section 2: Access to Records

- Records officer has 10 Business days to respond
 - Approve
 - Deny
 - Notify governmental entity does not maintain record
 - Notify of extraordinary circumstances
 - (8 Extraordinary Circumstances)



Section 2: Access to Records

- Fees
- Denials
- Sharing records
- Subpoenas



Section 2: Access to Records

- Fees
- Denials
- Sharing records
- Subpoenas



Section 2: Access to Records

- Fees
- Denials
- Sharing records
- Subpoenas

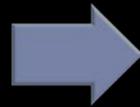


SIMPLIFIED GRAMA PROCESS CHART



GRAMA Request Received
10 business days to respond

- **DETERMINATION**
- Approve
- Access deny in whole or part
- Fee waiver denial
- Do not maintain
- Claim Extraordinary circumstances
- Failure to respond



Notify Requester of the governmental entity's decision

• **DENIAL**

Approved Records provided

Notify Requester the right to appeal decision to chief administrative officer or designee

- Provide written response
- Description of portion denied
- Citation
- Right to Appeal
- **30 Calendar Days to file an appeal**
- Name/address of chief administrative officer or designee



Section 2: Access to Records

- Fees
- Denials
- Sharing records
- Subpoenas



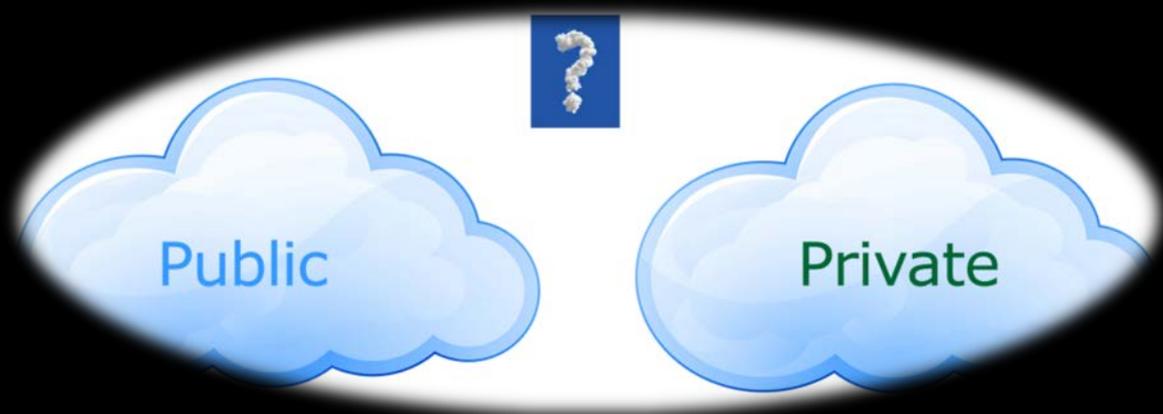
Section 2: Access to Records

- Fees
- Denials
- Sharing records
- Subpoenas



Section 3: Classification

- Public
- Private
- Controlled
- Protected



Section 3: Classification

- Public Records
 - Open meeting minutes
 - Financial records
 - Initial contact reports
 - Government contracts
 - All records not specifically restricted





Section 3: Classification

Private Records

- Medical history
- Performance evaluations
- Library records that identify a patron
- Employee personal contact information
- Any clearly unwarranted invasion of personal privacy

Controlled Records

- Medical, psychiatric, or psychological data about individual
- Release detrimental to subject of record or to the safety of others
- Release violates medical ethics



Section 3: Classification

- Protected Records
- 65 protected records listed
 - Bids for contracts
 - Trade secrets
 - Test questions
 - Drafts
 - Attorney client privilege
 - Records release could interfere with government process such as audit, exam, investigation, or trial



Section 4: Appeals

Important provision

Right of requester or interested party to appeal the decision

Records officers should familiarize with past decisions

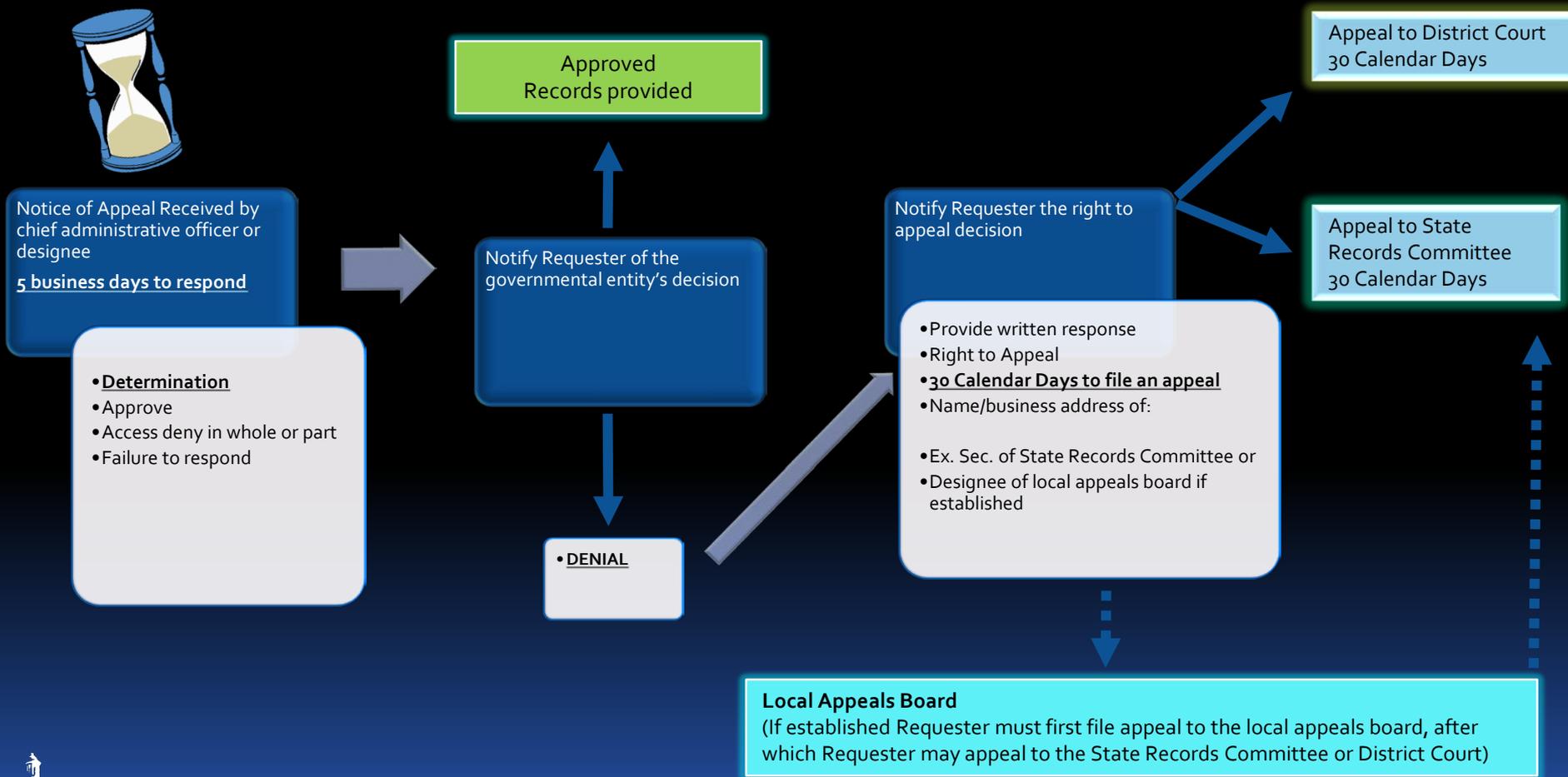


Section 4: Appeals

- A requester has the right to appeal the governmental entity's decision
 - Chief administrative officer
 - Local appeals board (if established)
 - State records committee or district court



SIMPLIFIED GRAMA PROCESS CHART



Section: 5 and 6

- Section 5: Applicable to political subdivisions, judiciary, and the legislature
- Section 6: Other provisions in GRAMA





QUESTIONS?

There are now two paths to certification

- Records Access
 - GRAMA
 - Classifying records
 - Responding to GRAMA requests appropriately
- Records Management
 - PRMA
 - Understanding records
 - Implementing retention schedules





RECORDS MANAGEMENT

Essential Principles and Practical Application

Section I: Laws (PRMA and GRAMA)

- **Definitions**

- **Warnings**

- **Duties**



- Record or non-record?
- What is a record series?
- Which is the record copy?
- What does it mean to 'schedule' records?
- General retention schedule vs. Series-specific retention schedule



Records are property of the State

Do **not** intentionally

destroy

mutilate

damage

dispose of



Contrary to a properly adopted retention schedule

w
a
r
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s



- Governmental Entities
 - ▣ Chief Administrative Officers
 - ▣ Records officers
- Division of Archives and Records Service
 - ▣ Archives and Records management
 - ▣ Training and standards
 - ▣ Retention Schedules
 - ▣ Repository for historical records



Section 2: Principles of records management



Section 2: Principles of records management



Section 3: Ten practical steps for implementing retention schedules



<http://www.licc.org.uk/imagine-church/signposts/three-practical-steps/>



1. Find your retention schedules
2. Understand your retention schedules
3. Inventory your records
4. Get staff feedback
5. Establish plans
6. Update your retention schedules
7. Assign and train staff members
8. Organize your records
9. Transfer records as necessary
10. Destroy records as necessary



Points of Pain

Questions

Gaps in understanding



<http://www.leapfrogging.com/2013/06/20/painstorming-for-innovation/>



Retention Schedule Types

General Retention Schedule

HOME / RECORDS MANAGEMENT / STATE GENERAL SCHEDULE

STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE

Items listed in general retention schedules identify records which may or may not exist in any given agency. They are models to follow if a governmental entity's records closely approximate the descriptions. All records are governed by either the agency's own properly adopted retention schedule or general retention schedules (63G-2-604).

- [Administrative Records \(1\)](#)
- [Budgeting Records \(2\)](#)
- [Cartographic Records \(3\)](#)
- [Communication Records \(4\)](#)
- [Data Processing Records \(5\)](#)
- [Facility Management Records \(6\)](#)
- [Financial Records \(7\)](#)
- [Human Resource Records \(11\)](#)
- [Motor Vehicle Maintenance and Operation Records \(9\)](#)
- [Payroll Records \(10\)](#)
- [***Printing Records \(12\) OBSOLETE](#)
- [Property Records \(14\)](#)
- [Purchasing Records \(13\)](#)
- [Public Affairs Records \(15\)](#)
- [Security Services Records \(16\)](#)
- [Law Enforcement \(17\)](#)

Series-specific Retention Schedule

Utah State Archives

AGENCY: Department of Administrative Services, Division of Administrative Rules

SERIES: 7192

TITLE: Administrative rules files

DATES: 1973-

ARRANGEMENT: Numerical by file number.

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These records support the agency's function to record the receipt of all rules submitted by state governmental agencies authorized or required by law to make rules (Utah Code 63G-3-402(1)(b)(2010) & 63G-3-102(2)(2008)). These records document the changes in administrative law governing the state as well as the final published version. These records are the official copies of the administrative rule filings submitted in accordance with the Utah Administrative Rulemaking Act, Title 63G. Records may also include materials incorporated by reference, notice of effective date, and pertinent correspondence.

RETENTION:

Retain 2 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Which is the record copy?

- Your agency:
 - Chooses
 - Commits
 - Manages
 - Preserves
 - Disposes



Electronic records are records, too



- Social media
- E-mail and IMs
- Information in Database systems



Your database is full of records...

It is your job to know what they are.



<https://www.pinterest.com/uolga/cenjoy-your-tea-time/>



<https://threatpost.com/slack-discloses-breach-of-its-user-profile-database-implements-2fa/111872/>



Managing electronic records

- Establish plans for:
 - ▣ Reformatting
 - ▣ Data migration
 - ▣ Data storage



Step 9: Transfer records as necessary



State Records Center in Clearfield

- Inactive records
- FREE off-site storage
- Custody held by government agency
- Agency may request records



Utah State Archives



Utah State Archives in Salt Lake City

- Repository for historical records
- Custody held by state archives
- Access via the Research Center or online



Step 10: Destroy records as necessary

- If disposition is: destroy
- Retentions are not just a minimum
- All copies of a record should be destroyed at the same time as the record copy (if not done sooner)—regardless of format





WHAT CAN WE DO TO MAKE YOUR JOB EASIER?

We would love your feedback!

Records Analysts

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- state agencies (with a few exceptions) and education

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Rebekkah Shaw – 801-531-3851, rshaw@utah.gov

- general retention schedules

Blog: <https://recordskeepers.wordpress.com/>



GRAMA Specialists

Website: openrecords.utah.gov

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- Open Records Portal Administrator
- Contact for questions about the portal, portal use, functionality, etc.

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- GRAMA Coordinator
- Contact to report agency updates, GRAMA designee, etc.

Rosemary Cundiff – 801-531-3858, rcundiff@utah.gov

- Government Records Ombudsman
- Contact with questions about GRAMA law, mediation, etc.

