

GRAMA Classification Worksheet

Note: Utah Code § [63G-2-205](#) requires that the governmental entity provide a description and the “citations to the provisions of this chapter, court rule or order, another state statute, federal statute, or federal regulation that exempt the record or portions of the record from disclosure, provided that the citations do not disclose private, controlled, or protected information or information exempt from disclosure under Subsection [63G-2-201\(3\)\(b\)](#).”

This worksheet can assist in compiling classification information to determine whether access can be provided. Describe the records requested in the left column. Use the right column to list all relevant classifications or exemptions, including if the requested information is a not record (Utah Code § [63G-2-103\(22\)\(b\)](#)).

Private records, refer to Utah Code § § [63G-2-302](#) and [303](#)

Controlled records, refer to Utah Code § [63G-2-304](#)

Protected records, refer to Utah Code § [63G-2-305](#)

Records restricted pursuant to specific court rule or order, state statute, federal statute, or federal regulation, refer to Utah Code § [63G-2-201\(3\)\(b\)](#), (6); § [63G-2-106](#).

Description of record	Complete citation of classification or court rule/ order, state statute, federal statute, or federal regulation; and statement of reason
For example, Personnel evaluation of John Doe	Private in accordance with Utah Code § 63G-2-302(2)(a) , records of current or former employees including personnel evaluations are private records. In accordance with Utah Code § 63G-2-202(1)(a) , you are not authorized to have access to this private record because you are not the subject of the record.

