

GRAMA Fees

GRAMA provides that “a governmental entity may charge a reasonable fee to cover the governmental entity's actual cost of providing a record” (Utah Code § [63G-2-203\(1\)](#)). Fees must be approved in order to apply. See Utah Code § [63G-2-203\(3\)](#) for fee approval process.

Actual costs that qualify for a fee (Utah Code § [63G-2-203\(2\)](#)) **(office use only):**

Fee for photocopies or reproduction	_____ copies x _____ =	
Fee for faxing		
Fee for certification		
Staff time (actual cost required to search, compile, and otherwise prepare the records not to exceed the salary of the lowest paid employee with the required skill and training of doing the work, minus the first fifteen minutes.)	_____ staff salary/hour x _____ =	
Mailing and shipping costs		
Supplies (Such items as CDs, DVDs, etc.)		
Third party services (actual cost)		
Total		

A governmental entity may not charge for reviewing a record to determine if it is subject to disclosure or inspecting a record. (Utah Code § [63G-2-203\(5\)](#))

A governmental entity may require payment of past fees and estimated fees before beginning to process a request if fees are expected to exceed \$50 or the requester has not paid fees from previous requests. Any prepaid amount in excess of fees due shall be returned to the requester. (Utah Code § [63G-2-203\(8\)](#))

It is suggested that the governmental entity notify the requester before fulfilling the request if the fee is more than a nominal amount. If the amount is more than the requester anticipated, the governmental entity may want to suggest the requester narrow the request.

Requester's information

Name: _____ Date: _____

Address: _____

City/State/Zip: _____

Daytime telephone number: _____

Fee Waivers

Note: Utah Code § [63G-2-203](#)(4) states that a governmental entity may provide a fee waiver when it determines “that releasing the record primarily benefits the public rather than a person; the individual requesting the record is the subject of the record. . . .; or the requester's legal rights are directly implicated by the information in the record, and the requester is impecunious.”

Name of person processing this request: _____

Fee charged: _____

Fee waived or partially waived: _____

_____ benefits the public rather than a person

_____ subject of the record

_____ legal rights are directly implicated by the information in the record, and the requester is impecunious.

Fee received, date: _____

Notice of Appeal

Note: Utah Code § [63G-2-203](#)(6) provides that a person may appeal an unreasonable denial of a fee waiver in the same manner as an appeal of a denial of access to a record.

Appeal of unreasonable denial of fee waiver should be directed to:

Name: _____

Address: _____

City/State/Zip: _____

A notice of appeal must be submitted within 30 days of the fee waiver denial and must include the requester's name, mailing address, daytime telephone number, and an explanation of the relief sought.