

**G.R.A.M.A.
Government Records Access and Management Act**

Intent: Utah Code § 63G-2-204 (GRAMA) is intended to promote the public’s right of easy and reasonable access to unrestricted public records and to favor public access when, in the application of the law, countervailing interests are of equal weight.

Time: A request for record access or copies shall be responded to as soon as reasonably possible – no later than 10 business days, or 5 business days if a request benefits the public rather than the requesting individual. (63G-2-204(3)(a))

Denial: If access is denied, the agency shall provide a notice of denial, including a description of the record or portion of record to which access is denied, citation to the statute allowing the denial, and a description of the process to appeal the denial. (63G-2-205(2))

Please complete the GRAMA Record Request Form and return to:

South Jordan City Recorder
1600 W. Towne Center Drive
South Jordan, Utah 84095
Phone: (801) 254-3742
Fax: (801) 254-3393

South Jordan City GRAMA Fee Schedule - Adopted in the Annual City Budget

Photocopy or print out of regular size record	\$0.25	Per page - records smaller than 11" X 17"
Black and white photocopy or print out of oversized record	\$7	Per page - records larger than 11" X 17"
Color photocopy or print of oversized record	\$12	Per page - records larger than 11" X 17"
Electronic records, per DVD, CD, USB DRIVE	-	Will be charged actual cost of device used
Video Records	\$5	Per Tape
Audio Records	\$10	Per Tape
Fax request (long distance within US) per fax number:	\$2	
Fax request (long distance outside US) per fax number:	\$5	
Mail request (address within US) per address:	\$2	
Mail request (address outside US) per address:	\$5	
Research or services fee:		As provided by Utah Code 63G-2-203
Extended research or services fee:		As provided by Utah Code 63G-2-203

CITY OF SOUTH JORDAN
GRAMA Record Request
Fax: 801-254-3393



The following form should be completely filled out and returned to the City Recorder's office. The City is allowed 10 business days in which to respond to your request. Presently, South Jordan City Charges .25¢ per page. The City may assess other fees for records compiled in a form other than that maintained. Research or Services Fee may be charged as provided by Utah Code 63G-2-203.

Requestor's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ email: _____
Daytime

In accordance with the **Governmental Records Access Management Act**, I am seeking the following record(s) **specifically described as:**

which I believe are collected, filed and/or used by the City of South Jordan, 1600 W. Towne Center Drive, South Jordan, Utah 84095 (801) 254-3742.

_____ I would like to view/inspect the record(s).

_____ I would like to receive a copy of the record(s) described above. I understand that the City charges a fee for copies of records and the copies will be provided subject to fees being paid. I authorize cost of up to \$ _____. If costs are greater than the amount I have specified, I further understand that the office will contact me and will not respond to a request for copies if I have not authorized adequate costs.

 Signature

 Date

=====

CITY'S RESPONSE TO RECORD REQUEST – FOR OFFICE USE ONLY

_____ APPROVED – Requestor notified on: _____, 20 _____

_____ DENIED – Written denial sent on: _____, 20 _____

_____ NO RECORDS ON FILE – Notice sent to requestor on: _____, 20 _____

_____ Requestor notified that this office does not maintain the record(s); and, if known, was also notified of the name and address of agency that does maintain the record(s) on: _____, 20 _____

_____ Extension of time for extraordinary circumstances. Required notice sent to requestor on: _____, 20 _____

COPY FEES: \$ _____. If waived, approved by: _____

 Signature

 Date