

REQUEST FOR RECORDS
Government Records Access & Management Act (GRAMA) Request

Date: _____

TO: Records Officer
Utah Transit Authority
669 West 200 South
Salt Lake City, UT 84101
Grama@rideuta.com

Detailed description of records sought (Please be specific, including date ranges; - if needed attach an additional page):

PLEASE CHECK ONE OF THE FOLLOWING:

- I am the subject of the record. *An executed original notarized release must be provided to UTA before any records will be released.
- I am authorized to have access to the record by the subject of the record *attach an executed original notarized release by the subject of the record dated within 90 days of the date of this request.
- I believe the information I seek is a public record.
- Other: _____

RESPONSE REQUESTED & ASSOCIATED FEES:

- I would like to inspect the records at UTA Headquarters. +
- I would like to receive copies of the documents via *e-mail*. + **Fee:** *Police report = \$15*
+Records that are viewed in person and/or emailed are normally gathered without cost (except police reports), unless the request requires extraordinary research and/or staff time. You will be notified, prior to release, if a fee will be associated with your request.
- I would like to receive physical copies of the documents via mail.
Fee: *Police report = \$15* *Thumb drive = \$20* *For copies & other types of documents please see fee schedule*
- I am the subject of the record and request a waiver of copy costs (only for use by persons claiming inability to pay - attach information supporting your request as an impecunious person.)
- I am a member of the media and am requesting expedited response within five (5) business days (attach proof that shows your status as a member of the media and a statement that the records are required for a story for broadcast or publication.)

REQUESTOR'S CONTACT INFORMATION:

Requestor's Name: _____ Company: _____

Mailing Address: _____

Email Address: _____ Telephone Number: _____

NOTARIZATION REQUIREMENT: *If you are requesting your own personal records or records pertaining to someone else, UTA must receive an executed original Request For Records that is notarized by the subject of the record being requested before any records can be provided.

Subject of the Record Signature

State of _____

County of _____

On the ____ day of _____, 20__, _____ personally appeared before me; whose identity I proved based on _____ to be the signer of the above instrument, and he/she acknowledged that he/she signed it.

Notary

UTA FEE SCHEDULE

(Approved May 25, 2016)

1. **Reviewing a record to determine whether it is subject to disclosure:** No Charge unless the quantity of subject records is extraordinary.
2. **Inspection of record:** No Charge to requesting person unless records must be produced from a proprietary secure electronic database.
3. **Copies for media:** The Authority may fulfill a record request for an employee or representative of the print or electronic media demonstrating proper credentials within 5 working days of the request. If the request is voluminous, extra time may be required. Standard copying fees will be charged.
4. **Impecunious:** The Authority to fulfill a record request for Persons without charge when the person making the request: 1) Files a sworn written affidavit with the Authority stating that the person is impecunious and cannot pay the fee or charge; 2) the person making the request is the real party in interest; and 3) that the request is not for a large or voluminous quantity of records; and 4) the request does not require more than 30 minutes of staff time to assemble records responsive to the request.
5. **Government Entity:** The Authority may waive the charging of a fee when the requesting person is another governmental entity or quasi-governmental entity with whom the Authority follows the practice or has a policy or an agreement to waive similar fees on documents requested by the Authority.
6. **Copy Fees and miscellaneous fees:**

Cost*	Description
.50 per page	8 ½" x 11" black and white page of copy
\$1.00 per page	8 ½" x 11" color copy
\$1.00 per page	11" x 17" black and white page of copy
\$2.00 per page	11" x 17" color copy
\$1.00 per page	Faxing documents
Staff hourly rate	If research or preparation of information is required (such as redaction), exceeding 15 minutes of time, an hourly charge is assessed. The hourly rate will depend upon the lowest hourly rate of the employee with proper security clearance required to perform the task. See Utah Code Ann. §63G-2-203(2) et. Seq.
Actual cost of reproduction plus staff time to produce	Oversized copy and/or graphics
Standard U.S. Postage Rates	Standard U.S. Postage Rates will apply to all request.
\$2.00	Per certification, if the record is required to be certified.
\$15.00	Transit Police Report Request: Transit Police Reports primarily contain information classified as private. Secondary classifications may exist depending on the record content. Transit Police Reports will only be provided to the subject of the record, or individuals or entities provided an <u>original notarized release</u> from the subject of the record specifically allowing UTA to provide the private information. Additional fees may apply.
\$20.00	Per UBS or Thumb Drive, plus staff time to scan the records to electronic format if necessary.
\$25.00	Archived records retrieval, for retrieval of record(s) from a Records Retention Center or other storage location removed for the place of business of the department or division, which maintains the record(s).

*If costs associated with the request are anticipated to exceed \$50.00, pre-payment for the requested documents will be required. If the pre-payment amount exceeds the actual cost of producing the records, a refund of the amount difference will be generated. Additionally, if a requestor has not properly paid for previously received materials, the Authority will hold the current request until the outstanding payment is full for the prior requests is received, pursuant to Utah Code Annotated §63G-2-203(8) et. Seq.

If records are copied at a bonded copy center, the actual cost of copying the document will be charged rather than the published rate above. This option is only available for records classified as "public" that are not subject to Federal regulations mandating the records be maintained on the Authority premises at all times.