

Welcome!



Outline

- Utah Public Notice Website
- Records Access: Government Records Access and Management Act (GRAMA)
 - (3 minute break)
- Records Management
- Open Records Portal



UC 52-4

UPNW – Utah Public Notice Website

By: Glen Fairclough
gfairclough@Utah.gov



Utah Public Notice Website

utah.gov/pmn

Public Notice Website

utah.gov/pmn/index.html

UTAH PUBLIC NOTICE WEBSITE

Welcome to the Utah Public Notice Website: Your central source for all public notice information in Utah

Find a Notice

First select your Government, then the entity and then finally the Body. Results will appear below.

Government Entity Body(s)

State
County
Cities
Schools
Special Districts
Higher Education
Interlocal
Courts

Please select a government type from the list

Meetings and Events Around Me

Please note that only meetings and hearing notices will be displayed on this map.

Enter ZIP Code Search

Upcoming Events

- USDB Governing Authority Meeting
Nov 3, 2015
60 South Temple
SALT LAKE CITY, 84111
- USDB Meeting as USDB Governing Board
Nov 3, 2015
250 E 500 South
Salt Lake City, 84111
- Sister City Agenda for Salt Lake City
Nov 3, 2015
451 South State Street
84143-0000 (2015-08-26)

Public Notice Website

utah.gov/pmn/about.html

UTAH PUBLIC NOTICE WEBSITE

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About the Utah Public Notice Website

The Utah Public Notice Website is dedicated to bringing greater accessibility to public notice information and increased participation by the public. It is a central source for all public notice information statewide, provided in a standardized format for publishing. It allows the public to subscribe by either RSS feed or email to a Body to receive its notices and updates.

Public notice informs members of the general public of government or government-related activities which may concern their local area, municipality, county, or state. The Open and Public Meetings Act (Utah Code Title 52, Chapter 2) mandates that notice and the agendas of public meetings be available to the public. The minutes of open meetings and public information distributed at the open meeting are public information. A state agency Body and the legislative body of a county, city, or town are required to post these materials on the Utah Public Notice Website. The audio recordings of open meetings are also public information and the audio recordings of state bodies must be available through the website, either by posting or linking. Audio recording of open meetings of the state's political subdivisions are not required to be on the website, but must be otherwise available to the public.

Requirements for other types of public notice can be found in more than 60 statutes in Utah law. They are located in statutes regulating the actions of state agency bodies and commissions, and many can be found in the laws that govern counties (Utah Code Title 11 and Title 17), municipalities (Utah Code Title 10 and Title 11), local or special districts (Utah Code Title 17B, 17C, and 17D), and other references.

In some specific mandates, public notices must not only be posted on the Utah Public Notice Website, but also on the Legal Notice Website (as established in Utah Code Section 45-1-10.1). However, posting public notice on the Legal Notice Website does not relieve a Body from posting public notice on the Utah Public Notice Website if legally required.

Understanding Notices:

Click on a term to read its definition

Body

A Body is any administrative, advisory, executive, or legislative body of the state or its political subdivisions that: is created by the Utah Constitution, statute, rule, ordinance, or resolution; consists of two or more persons; expends, disburses, or is supported in whole or in part by tax revenue; and is vested with the authority to make decisions regarding the public's business.

Public Notice
Public Meeting
Public Hearing

Public Information:

Many bodies now have the minutes, audio recordings, and other materials from their open and public meetings on the website. All state agency bodies are required to post this information, while specified local government bodies are required to post minutes and handouts. To find this public information, search for the Body, then look at the attachments.

About Public Notice Website:

Utah's bodies are required to post notices of open meetings and other public notices on the Utah Public Notice Website. The statute establishing this website is in Utah Code Section 63F-1-701, but there are many mandates dictating the information and timing of public notices. [To learn more.](#)

Training

The Utah State Archives has tools to assist those tasked with posting public notices online. [To learn more.](#)

Create your own Public Notice Widget

You can now easily display notices on your individual website.

utah.gov Home | utah.gov Terms of Use | utah.gov Privacy Policy | utah.gov Accessibility Policy | Translate Utah.gov

Q. Requirements for public notice can be found in:

- More than 60 different statutes in Utah law
- UC [52-4](#) (The Open and Public Meetings Act)
- UC Titles [17B](#), [17C](#), and [17D](#) (Special Districts)
- UC Title [75](#) (Utah Uniform Probate Code)



Q. Special Districts are required to post:

- Notice and Agenda
- Draft Minutes
- Approved Minutes
- Public Materials Distributed at Meeting
- Audio Recording or a Link

Q. SB99 (2016), Transparency for Political Subdivisions, requires Special Districts to post:

- Each board member's name
- Each board member's telephone number
- Each board member's email address



What You Should Be Doing



- Post notices and agenda to UPNW and make public materials available in the office during normal business hours
- Post the name, telephone number, and email address of each board member on UPNW
- Contact UPNW Administrator, Glen Fairclough, with questions

Utah Public Notice Website Resources

- Utah Public Notice Website
<http://www.utah.gov/pmn>
- Utah State Archives UPNW Page
<http://archives.utah.gov/public-notice.html>
- Comprehensive Website Manual (63 pages)
<http://archives.utah.gov/documents/PNWManual.pdf>
- UPNW Quick Guide for Owners and Posters (6 pages)
<http://archives.utah.gov/documents/PNWQuickGuide.pdf>
- Helpful Questions and Answers
<https://secure.utah.gov/pmn-admin/help.html>



Training & Certification For Records Officers

Records Access:

Government Records Access and Management Act (GRAMA)

By: Nova Dubovik
ndubovik@Utah.gov



Training & Certification For Records Officers



Your Responsibilities as Chief Administrative Officer (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

- Appointed records officers
 - Utah Code 63G-2-108

Records Officer Certification

Records Requests Online Records Dashboard

GRAMA Requests Training Agency Agency Records My Account

← Training

Certification Information for Nova Dubovik

 Your current status: **CERTIFIED**
Annual renewal due: **JUNE 29, 2017**

Applicable Tests

Test Name	Your Status	Resources	Actions
Records Access and GRAMA Essentials Test	See test results below.	View Test Material	Start This Test
Records Management Essentials Test	Never taken.	View Test Material	Start This Test



There are now two paths to certification

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



Records Access

Government Records Access and
Management Act (GRAMA)



GRAMA Certification

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



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



GRAMA Modules

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



Module 1: General Provisions

- Legislative Intent
- Definitions
- Records of security measures
- Disclosure of records subject to federal law
- Certification of records officers



Module 1: General Provisions

GRAMA Legislative Intent



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



Module 1: General Provisions

- Legislative Intent
- Definitions
- Records of security measures
- Disclosure of records subject to federal law
- Certification of records officers



Record Means

63G-2-103

(22) (a) "Record" means a book, letter, document, paper, map, plan, photograph, film, card, tape, recording, electronic data, or other documentary material **regardless of physical form or characteristics:**

(i) that is **prepared, owned, received, or retained** by a governmental entity or political subdivision; and

(ii) where all of the information in the original is **reproducible** by photocopy or other mechanical or electronic means



What is *not* a record?

63-2-103(22)(b)

- Personal emails and documents that are not work-related
- Temporary drafts created for personal use
- Books contained in a library
- Junk mail or spam
- Computer programs



Governmental Entity

63G-2-103(11)

- State executive department agencies and offices.
- Legislature and its offices.
- Committees, courts, state-funded institutions of education, and political subdivisions.



Individuals and Person

63G-2-103(13) and (17)

- Individual is defined as a human being.
- Person is an individual, persons, and organizations.



Module 1: General Provisions

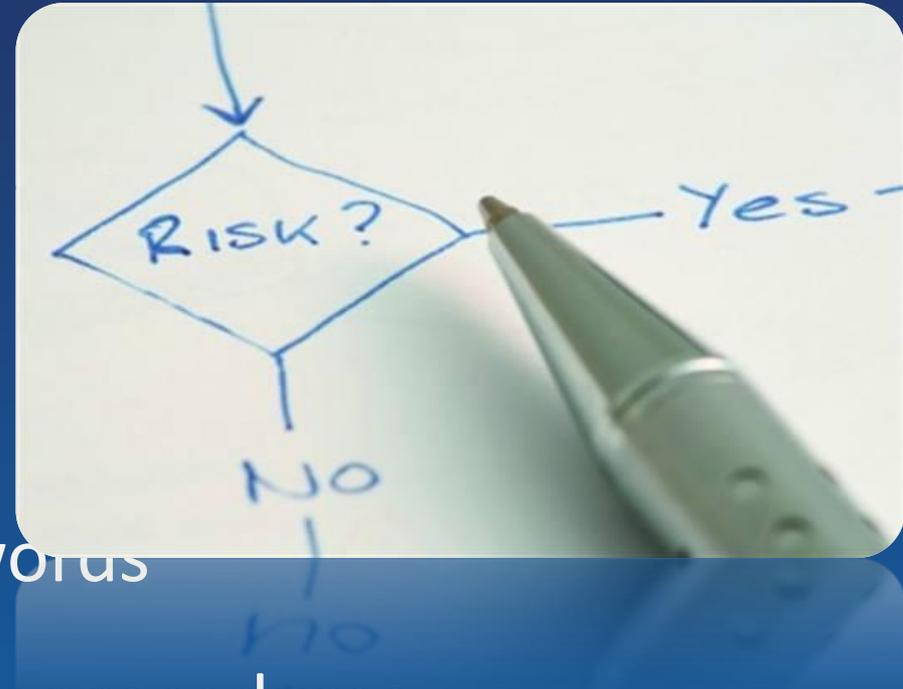
- Legislative Intent
- Definitions
- Records of security measures
- Disclosure of records subject to federal law
- Certification of records officers



Records of Security Measures

63G-2-106

- Security plans
- Security codes
- Combinations and passwords
- Passes, keys, and security procedures.
 - Not subject to GRAMA



Module 1: General Provisions

- Legislative Intent
- Definitions
- Records of security measures
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- Certification of records officers



HIPAA

63G-2-107

- HIPAA (Health Insurance Portability and Accountability Act) not subject to GRAMA.

H health
I nsurance
P ortability
A ccountability
A ct



Module 1: General Provisions

- Legislative Intent
- Definitions
- Records of security measures
- Disclosure of records subject to federal law
- Certification of records officers



Module 2: Access to Records



Module 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



Module 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



Module 2: Access to Records

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



Module 2: Access to Records

- Fees
- Denials
- Sharing records
- Subpoenas



Fees

- May charge reasonable fee to cover costs
- Fees shall be established by:
 - Political subdivisions through ordinances or written formal policy adopted by the governing body
- May fulfill request without charge and encouraged
- Releasing record primarily benefits the public
- Subject of the record
- Requester's legal rights are directly implicated
- Requester is impecunious



Fees



- May require payment of past fees and estimated fees before processing a request if:
 - Fees are expected to exceed \$50 or
 - Requester has not paid fees from previous requests
 - Any prepaid amount in excess returned to Requester



Denials

- A description of the record(s) access to be denied
- Legal citation of GRAMA or other statute
- Statement requester has right to appeal decision
- Time limits for filing an appeal [which is 30 days], and
- Name and business address for the chief administrative officer.



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



Approved
Records provided

Notify Requester of the
governmental entity's
decision



• **DENIAL**

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



Sharing Records

- Government agencies **MAY** share a record that is private, controlled, or protected through a written agreement within government.
 - Other governmental entities
 - Government-managed corporations
 - Political subdivisions
 - Federal government
 - Other state governments



Subpoena

63G-2-207

- (1) Subpoenas and other methods of discovery under the state or federal statutes or rules of civil, criminal, administrative, or legislative procedure are not written requests under Section 63G-2-204.
 - A Subpoena is **NOT** a GRAMA request



Module 3: Classification

- Public
- Private
- Controlled
- Protected



Module 3: Classification

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



Module 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



Module 3: Classification

- 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



Module 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



Module 4: Appeals

- Important provision
- Right of requester or interested party to appeal the decision
- Records officers should familiarize with past State Records Committee decisions



Module 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



Notice of Appeal Received by chief administrative officer or designee
5 business days to respond

- **Determination**
- Approve
- Access deny in whole or part
- Failure to respond



Approved Records provided

Notify Requester of the governmental entity's decision

• **DENIAL**



Notify Requester the right to appeal decision

- Provide written response
- Right to Appeal
- **30 Calendar Days to file an appeal**
- Name/business address of:
- Ex. Sec. of State Records Committee or
- Designee of local appeals board if established



Local Appeals Board
 (If established Requester must first file appeal to the local appeals board, after which Requester may appeal to the State Records Committee or District Court)



Appeal to District Court
 30 Calendar Days

Appeal to State Records Committee
 30 Calendar Days



Module: 5 and 6

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



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

63G-2-702 and 703

- Judiciary, the Legislature and its staff offices
 - Exempt from some portions of GRAMA
 - Not subject state records committee appeals process
 - Responsible for management and retention of records
 - Not subject to GRAMA fee schedules



Module 5: Political subdivisions may adopt ordinances in compliance with chapter

63G-2-701

- Ordinances and polices
 - Standards for the designation of records and require classification of records in accordance with those standards
 - Guidelines for the establishment of fees
 - Standards for the management and retention of the entity's records



Module 6: Other provisions in GRAMA

- Part Five, State Records Committee
- Part Six, Collection of Information and Accuracy of Records
- Part Eight, Remedies
- Part Nine, Public Associations



Questions?



3-Minute Break



The second path to certification

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



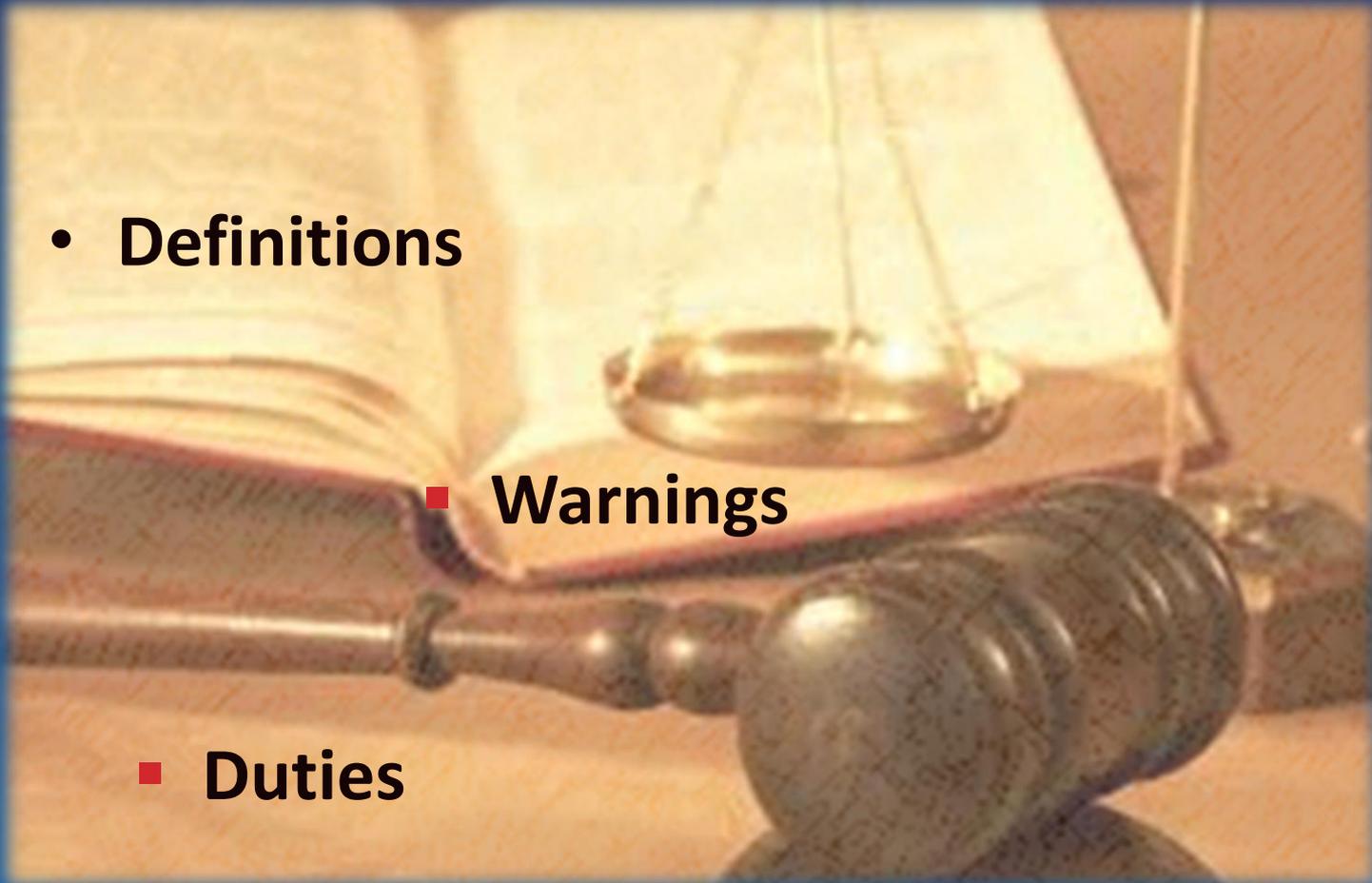
Records management

Essential Principles and Practical Application

By: Lorianne Ouderkirk
louderkirk@Utah.gov



Section 1: Laws (PRMA and GRAMA)



- **Definitions**

- **Warnings**

- **Duties**



Definitions

- 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



Responsibility

Records are property of the State

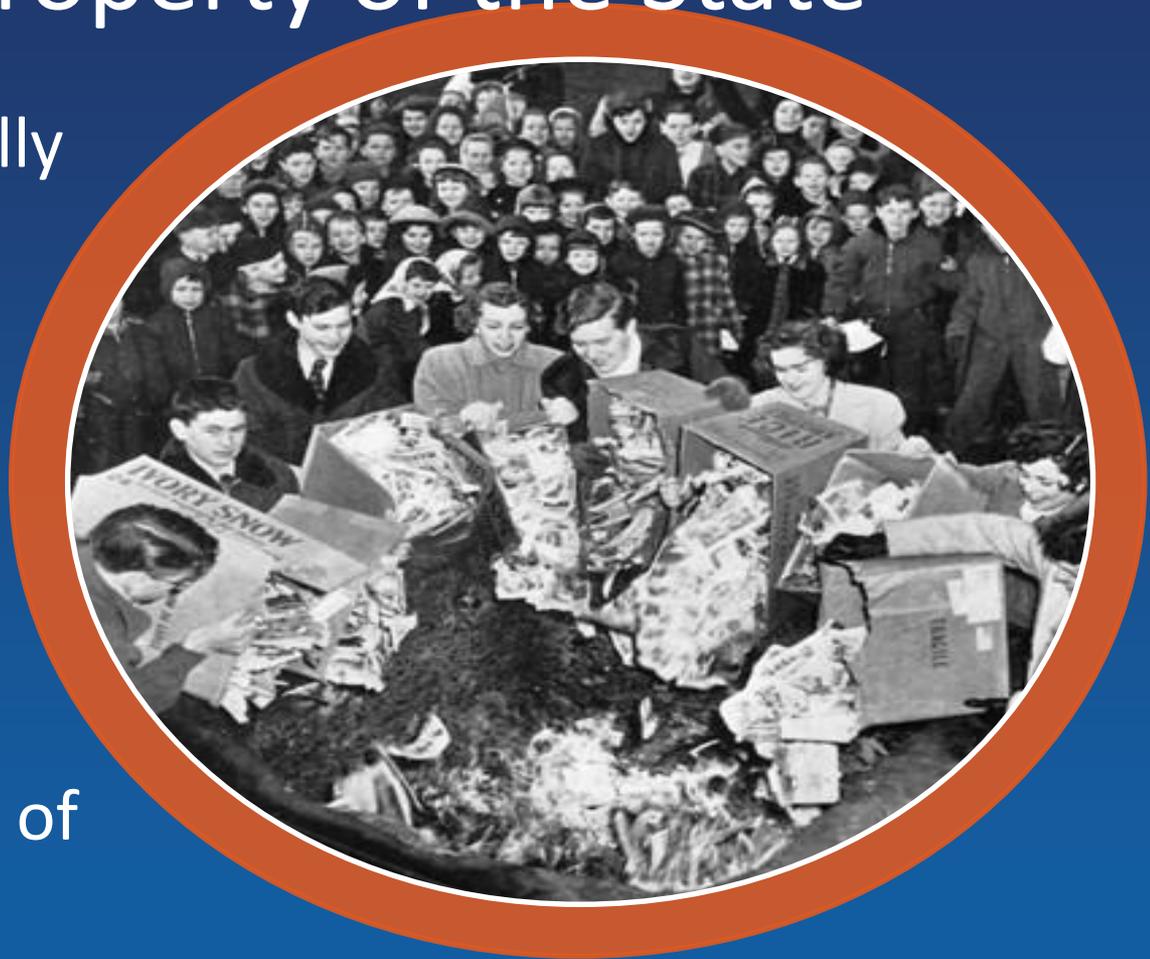
Do **not** intentionally

destroy

mutilate

damage

dispose of



Contrary to a properly adopted retention schedule



Duties

- 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



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-timec/>



<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



We would love your feedback!

What can we do to make your
job easier?



Records Analysts

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

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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/>





Open Records Portal

January 2017

By: Renée Wilson
reneewilson@Utah.gov



openrecords.utah.gov



Open Records Portal

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](#)

 [Special Service Districts](#)

 [Cities and Towns](#)

 [K-12 Education](#)

 [Local Districts](#)

 [Counties](#)

 [Transit Districts](#)

 [Interlocals](#)

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
- Respond to GRAMA requests
- Input requests received outside the Portal
- Download portal statistics



What Is the Portal?

“Open Records Portal” consists of 3 parts:

- **Open Records** (not yet active)
 - Create record series
 - Transfer records
 - Upload records
 - Link to online records



What Is the Portal?

“Open Records Portal” consists of 3 parts:

- **Records Officer Dashboard**
 - Register for training
 - Take certification test
 - Update personal contact information
 - Enter unique fields for agency request form



Where This All Came From: SB-70

- 2014 legislative session
- Modified Open Utah website to include
 - Online GRAMA requests
 - Links to online records
- 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:

...

(c) by January 1, 2017, serve as a point of access for Government Records Access and Management requests for:

(i) Local districts under [Title 17B, Limited Purpose Local Government Entities - Local Districts](#); and

(ii) special service districts under [Title 17D, Chapter 1, Special Service District Act](#);

...

(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

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

...

(c) by January 1, 2017, serve as a **point of access for Government Records Access and Management requests** for:

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...

(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;



Portal History

- Opened in 2015 for state agencies
- 2016 for counties, municipalities, transit and school districts
- Now you!



GRAMA Portal FAQs



Frequently Asked Questions

Do I have to use it?

– Yes! But not entirely. (But we hope you will!)



Frequently Asked Questions

Do I have to use it?

- 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.



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
 - You'll receive annoying emails each day it remains unopened



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



Frequently Asked Questions

Do I need to create an account?

- Yes
- Call the portal administrator or your records analyst for assistance



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



Frequently Asked Questions

What happens if I can't log in?

- Try setting up a new account
- If it says that email is already taken, try resetting the password
- Contact portal administrator for help



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



Frequently Asked Questions

Are the requests public?

- No
- Only the requester, records officer, and web admin can see the requests
- We discourage requesters from including sensitive information



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 ▼ 



Please notify me if the amount will exceed \$

- Receive a copy of the records and request a fee waiver. According to Utah Code §63G-2-203
- 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](#)



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
- Requesters must submit requests one at a time
- If you believe someone is spamming agencies, please contact the portal administrator at openrecordsadmin@utah.gov



Portal Resources for Records Officers



Help Center



Counties



Transit Districts



Interlocals

How It Works

- Find the governmental entity you want to contact and select the Request Records button for that agency
- Fill out the online form, including a detailed description^o of the records you want, then click Submit
- You will receive a response within the time limit allowed by law.^o
- To review your submission and track the progress of your request, click on Records Requests

Reports

Statistics for Entities

Statistics for Dates

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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

coming soon! [Add a note](#)

[Appeals](#)

coming soon! [Apply extraordinary circumstances](#)

[Approvals](#)

[Approve a fee waiver request](#)

[Approve an expedited request](#)

[Approve a records request](#)

coming soon! [Assign tasks](#)





Frequently Asked Questions

the governmental entity you want to contact and select the Request Records button for that agency
out the online form, including a detailed description¹ of the records you want, then click Submit
will receive a response within the time limit allowed by law.²
review your submission and track the progress of your request, click on Records Requests

ports

cs for Entities

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Frequently Asked Questions

FAQ

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Topics

Questions

Common Record Requests

Criminal Records

Fees

GRAMA Appeals Process

GRAMA Records Request

General

How to Use Portal

Ombudsman

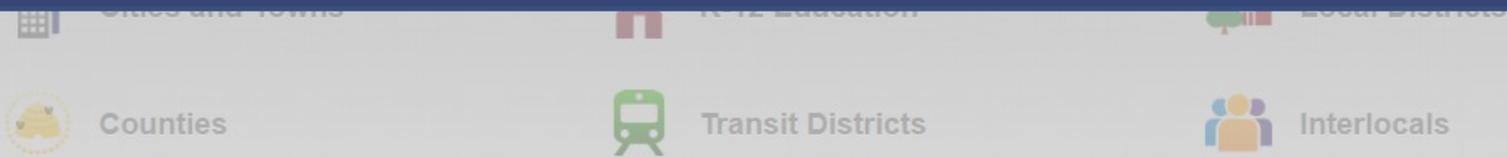
Records Officers

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



How It Works

- Find the governmental entity you want to contact and select the Request Records button for that agency
- Fill out the online form, including a detailed description¹ of the records you want, then click Submit
- You will receive a response within the time limit allowed by law.¹
- To review your submission and track the progress of your request, click on Records Requests

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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GRAMA Request Submission



How it Works

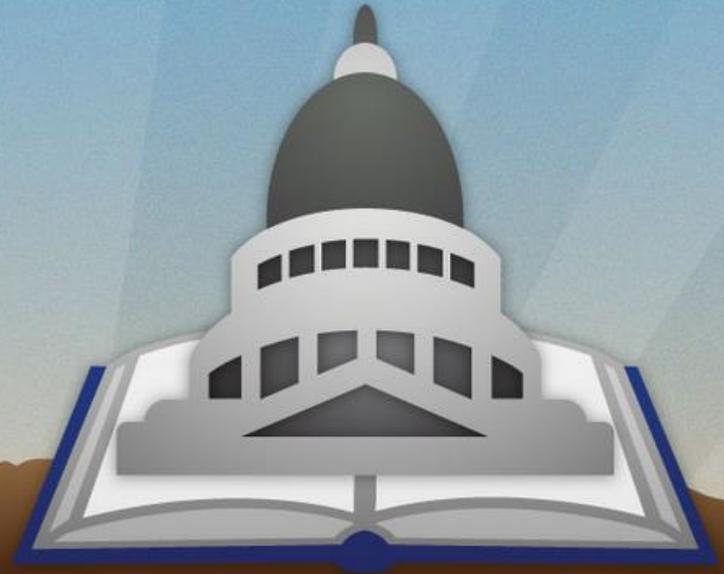
- Requester finds agency
- Requester submits request
- Agency is notified they have a request
- Agency responds to request



Open Records Portal

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

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 [Cities and Towns](#)

 [K-12 Education](#)

 [Local Districts](#)

 [Counties](#)

 [Transit Districts](#)

 [Interlocals](#)

How It Works

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



OpenRecords

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

Entity Level
[Top Level](#) (24)

Location (County)
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[Davis](#) (5)
[Box Elder](#) (3)
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Location (City)
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[Ogden](#) (7)
[Provo](#) (5)
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Date Created
[1850s](#) (1)
[1880s](#) (1)
[1890s](#) (10)
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| 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

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- [\[+\] Alcoholic Beverage Control Commission](#) ↓ [Request Records](#)
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- [\[-\] 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 1](#) > [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



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

Request Form

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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:

 | | To | |

Requester's Information

Name: Renee Wilson
 Address:

 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](#)

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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

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](#)

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

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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:

Date Range of records being requested: To

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.

Date Range of records being requested:

To



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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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

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

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

State:

Country:

Zip Code:

Phone: Not Applicable

Use as defaults?

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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:

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

Requester's Information

Name: Renee Wilson
 Address:

[Change Address Label](#)

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

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Records Officer Dashboard – Viewing Requests





Records Officer Dashboard

Records Requests

Online Records



Dashboard

GRAMA Requests

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Agency

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Notifications

News

- [January SRC Retention Schedule Report](#)

Records Requests

Show entries

Search:

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Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
+ Records request	Danyelle Shanks	Adult Protective Services	Teresa Patterson	01/12/2017	In Progress	01/27/2017



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← Records Officer Dashboard

Records Requests

Show 50 entries

Search:

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Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
+ Records request	Danyelle Shanks	Adult Protective Services	Teresa Patterson	01/12/2017	In Progress	01/27/2017
+ Test for uploads	Renee Wilson	Municipal Test Agency	Betty Ravenclaw	01/10/2017	In Progress	01/25/2017
+ Craig J. Sperry - Political Subdivisions Ethics Review Commission	Reed Stringham Iii	Juab Co.	DeEtte Worthington	01/10/2017	Requested	Not Yet Received
+ REquest for Accuvote TS Write In Report for President for 2016 General Election	Jacob Alperin-Sheriff	Utah Co.	Aileen Conder	01/09/2017	In Progress	01/25/2017
+ SITLA and Developers Agreements with Moab City	William Love	Moab	Rachel Stenta	01/06/2017	In Progress	01/20/2017

Click to Sort

Records Requests

Show 50 entries

Search:

[Advanced Search](#)

	Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
+	Medical Records Release 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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Reports



Open a Request

Records Requests

Show 50 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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Preview Request

Records Requests

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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
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+ ARKANSAS FORREST MEDFEDERAL CORRECTIONAL	Kaylynn Allison	Utah Correctional Industries	Gina Proctor	02/18/2016	Requested	Not Yet Received

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Preview Request

Records Requests

Show entries

Search:

[Advanced Search](#)

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
--	--------------	-----------------------------	--------------	------------	-----------	------------------

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
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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View Closed Requests

Records Requests

Show 50 entries

Search:
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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
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+ 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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View Closed Requests

Records Requests

Show entries

Search:

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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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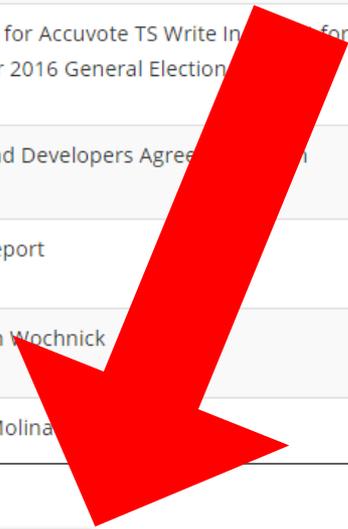
Download Agency Statistics

Show entries

Search:

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Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
+ Records request	Danyelle Shanks	Adult Protective Services	Teresa Patterson	01/12/2017	In Progress	01/27/2017
+ Test for uploads	Renee Wilson	Municipal Test Agency	Betty Ravenclaw	01/10/2017	In Progress	01/25/2017
+ Craig J. Sperry - Political Subdivisions Ethics Review Commission	Reed Stringham Iii	Juab Co.	DeEtte Worthington	01/10/2017	Requested	Not Yet Received
+ REquest for Accuvote TS Write In for President for 2016 General Election	Jacob Alperin-Sheriff	Utah Co.	Aileen Conder	01/09/2017	In Progress	01/25/2017
+ SITLA and Developers Agreement Moab City	William Love	Moab	Rachel Stenta	01/06/2017	In Progress	01/20/2017
+ Police report	Ashley Dyer	Moab Police Department	Steve Ross	01/06/2017	In Progress	01/23/2017
+ Brandon Wochnick	Jennifer Stockdale	Adult Protective Services	Michelle Gregory	01/06/2017	In Progress	01/23/2017
+ Mayra Molina	Jared Stubbs	Human Services Department	Allie Jurkatis	01/05/2017	In Progress	01/24/2017



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Reports



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Welcome, Renee Wilson [log out](#)

Reports

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GRAMA Requests

Training

Agency

Agency Records

My Account

← GRAMA Requests

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

Select Agency:

*

Date Range:

* To

[View Report](#)

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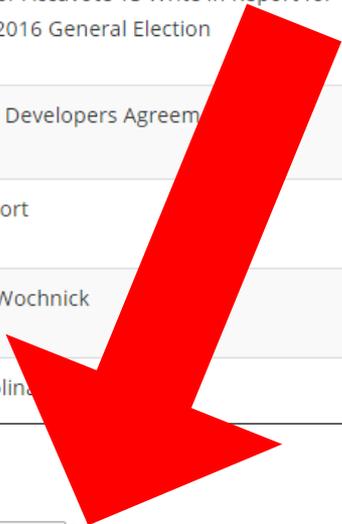
Enter Request Manually

Show entries

Search:

[Advanced Search](#)

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+ Mayra Molina	Jared Stubbs	Human Services Department	Allie Jurkatis	01/05/2017	In Progress	01/24/2017



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← GRAMA Requests

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.

Select Agency:

County Test Agency ▼

Requester's Information

Email: *

Requester's Name: * First Name Last Name

Address: * Mailing Address Line 1

Mailing Address Line 2

City: * City

State: * State

Zip Code: * Zip Code

Country: Country

Phone: * (999)999-9999 (If phone number is not available, enter "N/A")

Records Requested

Source: * Email ▼

Date Request Received: 2017 ▼ 01 ▼ 13 ▼ 

Title of Request: * Title

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

Answering a Request



← Records Officer Dashboard

Records Requests

Show entries

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Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
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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



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 resolved within at least 10 business days of the receipt of the request.

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
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](#)

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

- Approve
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- Extraordinary Circumstances
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- Contact Requester
- Other



Request marked as received

Manage Request

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Records Requested

Title:	Medical Records Release - Test Request
Date Due:	03/02/2016
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Request Status:	In Progress
Date Range:	1980 to 2016
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Manage Request

Records Requests Online Records Dashboard

Records Officer Dashboard Records Requested

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[More Detail](#)

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

Request Portions ?

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Manage Request

Records Requests Online Records Dashboard

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Print Request	Close Request	Respond to Request Outside Portal

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 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
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[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
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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[More Detail](#)

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

Request Portions ?

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

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

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



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Records Officer Dashboard Records Requested

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

Request Portions ?

Title	Status	Date Due
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[Print Request](#) [Close Request](#) [Respond to Request Outside Portal](#)

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

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



Request marked as received

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Records Officer Dashboard Records Requested

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[More Detail](#)

Print Request Close Request Respond to Request Outside Portal

Request Portions ?

Title	Status	Date Due
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Restrictions:
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[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
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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[More Detail](#)

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

Request Portions ?

Title	Status	Date Due
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[More Detail](#)

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

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[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

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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 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





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](#)

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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

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

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

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

Upload File: No file chosen

Or choose a file uploaded previously:

Approve

Deny

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

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Business Address:

City:

Zip Code:

Email:

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* 346 South Rio Grande
Suite Number or etc...
* Salt Lake City ▼ , UT
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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

Extraordinary Circumstances

Address: PO Box 3362
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

Complete



Extraordinary Circumstances

Address: PO Box 3362
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.

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Zip Code: 84110
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Complete



Extraordinary Circumstances

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:

* Description of item

Quantity:

*

Cost Per Each:

*\$

Fee Waived:

Yes

Paid:

No

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

Send



Other

Approve

Deny

Extraordinary
Circumstances

Refer

Fees

Contact Requester

Other

Tasks

References

Notes

Logs

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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

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:

Assign Person:*

Assign a Records Officer

*

Assign Agency Staff

Billable Rate: \$ Per Hour

Price Waived:

Paid:

Date Due:

Description:

Add Task

Other: Tasks

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:

Assign Person:*

Assign a Records Officer

*

Assign Agency Staff

Billable Rate: Per Hour

Price Waived:

Paid:

Date Due:

Description:

Add Task

Other: Tasks

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:

2 Hours

Billable Rate:

Per Hour

Price Waived:

No

Paid:

No

Date Due:

Date Assigned:

01/07/2016 20:05 48

Date Changed:

01/07/2016 20:06 10

Last Changed By:

Renee Wilson

Notes:

Please explain the results of this task. Max 2000 characters

Description:

Max 4000 Characters

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:

* No file chosen

Title for Document:



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



Please let us know if:

- You have special records request needs or are already using an online request system
- You have questions or concerns
- You have requests or suggestions for new features
- You like it



What Does This Mean For You?

- If you get a request via the Portal, you need to respond to it
 - If you don't respond, the request will time out and be marked as a denial
 - The requester may appeal the denial



Records Officer Dashboard – Other Tools



Open Records Portal

Records Requests

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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



Special Service Districts



Cities and Towns



K-12 Education



Local Districts



Counties



Transit Districts



Interlocals

How It Works



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Notifications

News

- [January SRC Retention Schedule Report](#)

Records Requests

Show entries

Search:

[Advanced Search](#)

Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
+ Records request	Danyelle Shanks	Adult Protective Services	Teresa Patterson	01/12/2017	In Progress	01/27/2017

Records Officer Training

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Request In-Agency Training



Records Officer Certification

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[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
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

[View Missed Questions](#)

Records Officer Certification

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[GRAMA Requests](#)

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[My Account](#)

← Training

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[View Missed Questions](#)

Records Officer Certification

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[GRAMA Requests](#)

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← Training

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[View Missed Questions](#)

Records Officer Certification

← Training

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[View Missed Questions](#)

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← Training

Certification Information for Renee Wilson



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Annual renewal due: **JANUARY 20, 2017**

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Records Officer Certification

← Training

Certification Information for Renee Wilson



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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 10 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

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My Account

← Records Officer Dashboard

My Profile

Portal Settings

Certification



My Profile

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← 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



Agency

Records Requests

Online Records

Dashboard

GRAMA Requests

Training

Agency

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My Account

← Records Officer Dashboard

Select Agency:

Agency Detail

Agency Custom Request Fields



County Test Agency

Edit

Address

346 S Rio Grande St.

Salt Lake City

UT

84101

Phone

801-531-3842

Website

archives.utah.gov

Agency GRAMA E-mail

Chief Administrative Officer

Hephaestus Minton

hephaestus.minton@gmail.com

801-531-3842

Records Officers

Helen Carver



windupwatch@gmail.com

801-531-3842

Certification expires: 07/06/2017

Agency

Records
Requests

Online
Records

Dashboard

GRAMA
Requests

Training

Agency

Agency
Records

My Account

← Records Officer Dashboard

Select Agency:

Agency Detail

Agency Custom
Request Fields



County Test Agency

Note that a maximum of 15 custom fields may be active at any given time.
If more than 15 are activated, only the first 15 will be presented on the request form.

Show entries

Search:

Seq ▲	Active? ◆	Field Name	Field Type ◆	Description ◆
No Custom Fields Found				

[New Custom Field](#)

[Previous](#) [Next](#)

New Custom Field

GRAMA Requests

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← Custom Request Fields

Agency Name:	<input type="text" value="County Test Agency"/>
Field ID:	<input type="text" value="PATIENT NAME"/>
Label:	<input type="text" value="Patient Name"/>
Active?	<input type="text" value="Yes"/>
Required?	<input type="text" value="No"/>
Display Sequence:	<input type="text" value="1"/>
Field Type:	<input type="text" value="Alphanumeric"/>
Maximum Length:	<input type="text" value="75"/>
Rows:	<input type="text" value="1"/>

Save

Cancel



County Test Agency

Note that a maximum of 15 custom fields may be active at any given time.
If more than 15 are activated, only the first 15 will be presented on the request form.

Show entries

Search:

Seq ▲	Active? ◆	Field Name	◆	Field Type	◆	Description	◆
1	Yes	<u>DATE OF BIRTH</u>		Date		Date Type: CCYY-MM-DD	
1	Yes	<u>PATIENT NAME</u>		Alphanumeric		Maximum Length: 75 Rows: 1	
2	Yes	<u>MOTHER'S NAME</u>		Alphanumeric		Maximum Length: 1 Rows: 1	
2	Yes	<u>PREVIOUS ATTEMPTS</u>		Alphanumeric		Maximum Length: 8000 Rows: 5	



I have a power of attorney or notarized release from the subject of the record ?

Additional Information:

Date of Birth

* Enter date in format: CCYY-MM-DD

Patient Name

Enter up to 75 characters

Mother's Name

Enter

What have you already done to try to obtain these records?

Enter up to 8000 characters

* /

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 \$



Transparency Board

- For large-scale or specific legislative concerns
- Deidre Henderson, senator
 - <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



Open Records Portal

Website: openrecords.utah.gov

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

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



Utah Public Notice Website

Website: utah.gov/pmn

**Glen Fairclough – 801-531-3841,
gfairclough@utah.gov**

- Utah Public Notice Website Administrator
- Contact for questions about the UPNW, posting requirements, etc.



State Records Committee

Website: archives.utah.gov/src

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

– Executive Secretary to the State Records Committee



Government Records Ombudsman

Website:

archives.utah.gov/opengovernment/ombudsman.htm

!

Rosemary Cundiff – 801-531-3858,

rcundiff@utah.gov

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



Your Records Analyst

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

- local agencies, law enforcement, Dept of Health

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



Questions?



We would love your feedback!

What can we do to
make your job easier?

