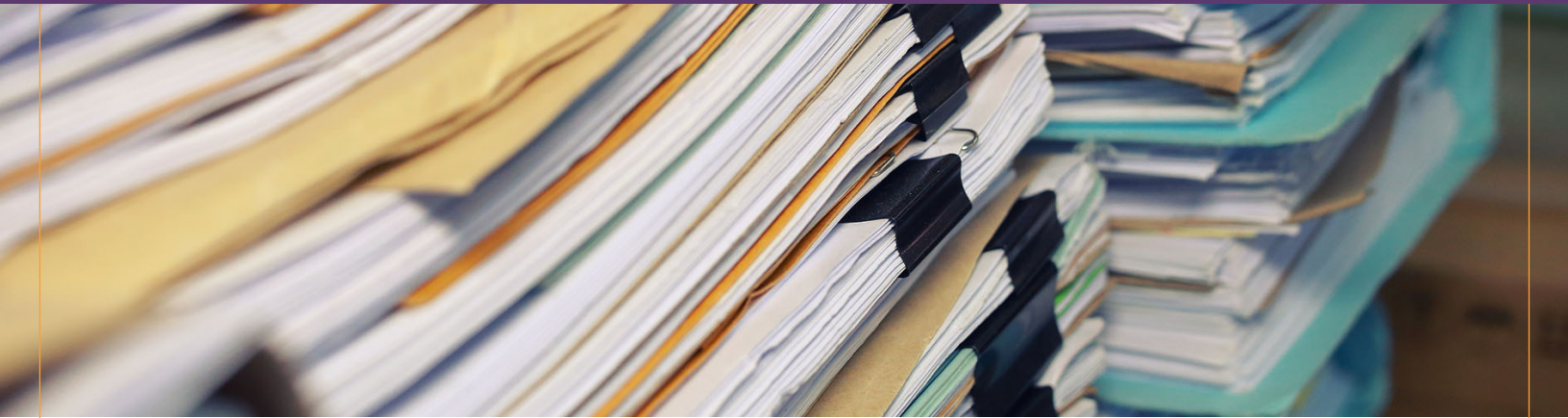


OPEN RECORD REQUESTS

Based on Utah State Code 63G-2-203, Utah’s Government Records Access Management Act (GRAMA), Murray City School District may charge a reasonable fee, approved of by the MCSD executive officer, to cover the actual cost of providing a record.



Where to File: <https://openrecords.utah.gov>

Open records or “GRAMA” requests must be filed through the state Open Records request portal at the address above. Our GRAMA Officer will receive this request and respond to you within 10 business days with either a decision to grant or deny the request, or to request clarifying information.

The more specific and narrow the request, the easier it will be for the District to respond to the request. If you are unsure about the records’ description, contact the district GRAMA officer at 801-264-7400.

Generally, requests can be accommodated within 10 business days. However, MCSD may require additional time if there are extenuating circumstances that necessitate the additional time.

According to state statute, the first 15 minutes needed to fulfill a GRAMA request are free. However, MCSD has a fee schedule (to the right) for additional time and material expenses associated with a request.

Up-front payment is required to fill all GRAMA requests. Work to fill the request will not commence until payment in full is received.

Estimates are subject to change if additional information comes forth (after the initial estimate) that warrants an adjustment.

Fee Schedule

- Single-sided photocopies \$0.25/per copy
 - Flash drive supplies (if needed) At cost of drive
 - Faxing (up to 10 pages) Free
 - Faxing (more than 10 page) *Varies
 - Email or Cloud Access of files Free
 - Postal fees (if needed) At cost
 - Other fees not identified (if needed) At cost
 - Staff Time (one hour or less) \$25/per hour
 - Staff Time (more than one hour) *Varies
- Staff time includes: “compiling, formatting, manipulating, packaging, summarizing, or tailoring the record;” also includes “search, retrieval, and other direct administrative costs for complying with request.”*

**For items that are priced variably, the GRAMA officer will provide an estimate upon request.*