

GRAMA - GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT



SANTA CLARA – IVINS
Public Safety Department
55 N Main St.
Ivins, Utah 84738
Tel. 435-652-1122
Fax 435-652-1101

For Office Use Only
Incident # _____
Rcvd BY: _____
Date Rcvd: _____
Date Started: _____
DS #: _____

REQUEST FOR POLICE RECORDS

REQUESTOR'S NAME: _____ TELEPHONE _____
MAILING ADDRESS: _____ EMAIL OR FAX _____
CITY: _____ STATE: _____ ZIP CODE: _____
DATE OF INCIDENT: _____ TYPE OF INCIDENT: _____
LOCATION OF INCIDENT: _____

Description of Requested Record:

- Initial Contact Report (Detailed police report of incident by officer) - \$10.00 minimum charge per report
- DI-9 Form (For insurance purposes)
- Incident # _____
- Names Involved: _____
- Photos - \$1.00 per photo
- Body Cam Video - \$15.00 minimum charge per recording

Other: _____

Note: If the record has a restricted access, GRAMA provides that certain individuals may still receive access. Reason for requesting the above-mentioned record:

- I am the subject of the record.
- I am the person that provided the information.
- I am authorized to have access by the subject of the record or the person who submitted the information.
Documentation required by U.C.A. 63G-2-202 is attached.

SIGNATURE

DATE

RESPONSE TO REQUEST • FOR OFFICE USE ONLY

REQUEST APPROVED - Date _____ Approved By _____
Requestor 1st notified on _____ 2nd notification _____ 3rd notification _____
REQUEST DENIED - In Whole/In Part _____
Written denial sent on _____
Requestor notified office does not maintain record; and, if known, was notified of the name and address of the Agency that does maintain record on _____
Extension of time for extraordinary circumstances. Notice sent _____

FEE TOTAL: \$ _____ DATE PAID _____ - If waived, approved by _____
 Cash Check Credit Card

Description of Records Released: _____

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GRAMA Request Fees

This part is to be filled out by the Records Department after the report is completed.

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

Actual costs that qualify for a fee (Utah Code § 63G-2-203(2)):

Fee for GRAMA Request (\$1 per page with a \$10 minimum per request.)	_____ Pages x \$1.00 (*Note: there is a \$10 minimum per request.)	\$
Fee for Photographs	_____ Photos x \$1.00	\$
Fee for Video Footage (\$15 minimum per recording for 30 minutes or less.)	_____ Video x \$15.00 per recording	\$
Supplies (items such as DVDs, CDs, Flash Drives, etc.)		\$
Third Party Services (actual costs)		\$
Staff Time (actual cost required to search, compile, and otherwise prepare the records not to exceed the salary of the lowest paid employee with the required skill and training of doing the work, minus the first fifteen minutes.)	_____ Hours X \$18.00	\$
Total Amount Due for GRAMA Request		\$

*You will be notified of the total cost after the report is processed.

Please make ALL checks out to Ivins City or Santa Clara-Ivins Police.

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HOW TO REQUEST A GOVERNMENT RECORD

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.

- STEP 1 LOCATE THE RECORDKEEPER.** Find the department responsible for the record you are seeking.
- STEP 2 MAKE A WRITTEN REQUEST.** Submit a written request form (a form is provided or use the other side of this sheet). Write the request as precisely as possible and include as much information as possible. The more specific and narrow the request, the easier it will be for an agency and records officer to respond to the request. If you are unsure about the records' description, contact the agency or records officer.

(Note: Government keeps records in "series" or groups of records. To find out what series an agency or office maintains, visit the Archives' website <http://archives.utah.gov>. The record series retention schedules on the Archives' website include relevant descriptions.)

- STEP 3 WAIT FOR A RESPONSE.** The department records officer must respond within 10 working days unless a reason for delay is cited. An expedited request may be made by the public or the media if the request benefits the public rather than the person. Expedited requests must be filled within 5 working days.

NOTE: Santa Clara-Ivins Police Department may respond by one of the following:

- Approve the Request and provide the record.
- Deny the request in whole or in part.
- Notify you that it does not maintain the record and provide if known, the name and address of the government agency that does maintain the record.

- STEP 4 MAKE PAYMENT & PICK UP REQUEST.** A governmental entity may not charge for viewing a record to determine if it is subject to disclosure or inspecting a record. (Utah Code § 63G-2-203(5))

Santa Clara-Ivins Public Safety Department (SCI) requires payment of past fees before beginning to process a GRAMA request if fees are expected to exceed \$50 or the requester has not paid fees from previous requests exceeding \$30. Any prepaid amount in excess of fees due shall be returned to the requester. (Utah Code § 63G-2-203(8))

SCIPD may notify the requester before fulfilling the request if the fee is more than a nominal amount of \$30. If the amount is more than the requester anticipated, SCI may suggest the requester narrow the request.

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

SCIPD takes all forms of payment: cash, check and credit card. If sending a check for payment, please make ALL checks payable to Ivins City or Santa Clara-Ivins Police.