

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

UTA FEE SCHEDULE

(Approved 7/31/2019)

1. **Reviewing a record to determine whether it is subject to disclosure:** No Charge. If the quantity of subject records is extraordinary, other fees may apply.
2. **Inspection of record:** No Charge to requesting person unless records must be produced from a proprietary secure electronic database.
3. **Copies for media:** The Authority may fulfill a record request for an employee or representative of the print or electronic media demonstrating proper credentials within 5 working days of the request. If the request is voluminous, extra time may be required. Standard copying fees will be charged.
4. **Impecunious:** The Authority to fulfill a record request for Persons without charge when the person making the request: 1) Files a sworn written affidavit with the Authority stating that the person is impecunious and cannot pay the fee or charge; 2) the person making the request is the real party in interest; and 3) that the request is not for a large or voluminous quantity of records; and 4) the request does not require more than 30 minutes of staff time to assemble records responsive to the request.
5. **Government Entity:** The Authority may waive the charging of a fee when the requesting person is another governmental entity or quasi-governmental entity with whom the Authority follows the practice, has a policy, or an agreement to waive similar fees on documents requested by the Authority.
6. **Records and associated fees*** (See Utah State Code §63G-2-203(2) et. Seq.):

Cost	Description
	Staff Time
1. Staff hourly rate	If research, manipulation, or preparation of information is required (such as redaction, pixilation, voice alterations), exceeding 15 minutes of time, an hourly charge is assessed. The hourly rate will depend upon the lowest hourly rate of the employee with proper security clearance required to perform the task.
2. Actual cost of reproduction plus staff time to produce	Oversized copy and/or graphics
3. \$25.00	Archived records retrieval, for retrieval of record(s) from a Records Retention Center or other storage location removed from the place of business of the department or division, which maintains the record(s).
	Police Records
4. \$15.00 – additional fees may apply. See staff time.	Transit Police Reports and copies of Citations: Transit Police Reports will only be provided to the subject of the record, or individuals or entities providing an <u>original notarized release</u> from the subject of the record specifically allowing UTA to provide the private information.
	Electronic Records
5. \$25.00 – additional fees may apply. See staff time.	Video
6. \$20.00 – additional fees may apply. See staff time.	Per USB or Thumb Drive, plus staff time to scan the records to electronic format if necessary.
	Physical Copies of Records
7. .50 per page	8 ½" x 11" black and white page of copy
8. \$1.00 per page	8 ½" x 11" color copy
9. \$1.00 per page	11" x 17" black and white page of copy
10. \$2.00 per page	11" x 17" color copy
11. \$1.00 per page	Faxing documents
	Other Items
12. Postage Rates	Standard U.S. Postage Rates will apply to all requests.
13. \$2.00	Per certification, if the record is required to be certified.

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

*If a record has been previously provided to the requester, we are not required to fill requests for records that have already been provided, pursuant to Utah State Code §63G-2-201(1)(b)(i).

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