

## GRAMA Notice of Extraordinary Circumstances Form

used to notify a requester of extraordinary circumstances which will delay the response to a records request

**Note:** Utah Code § 63G-2-204(4)(b)(iii) states that a governmental entity shall notify the requester within ten business days if extraordinary circumstances exist which make it impossible to approve, deny, or process a request within specified time limit. The notification shall include:

- identification of the extraordinary circumstance
- the estimated date when the request will be processed or when records will be provided.

### Respondent information:

Record officer or respondent name:

Date:

Address:

City:

State: Utah

ZIP:

Telephone number:

Email address:

### Requester information:

Name:

Address:

City:

State:

ZIP:

Daytime telephone number:

Email address:

### Details about extraordinary circumstances:

**Note:** As provided in Utah Code § 63G-2-204(6)(7), governmental entities are allowed to claim extraordinary circumstances in specific situations as outlined, and may adjust the time limits for response according to defined allowances.

### Statement of record officer's response:

A claim of extraordinary circumstances applies to the following record(s):

This claim is based on the following reason(s):

Another governmental entity is using the requested record (calculate 5 additional business days unless return would interfere with other entity's work)

Another entity is using the requested record as part of an audit (must wait for audit completion)

The requester is seeking a voluminous quantity of records or records from a record series containing a substantial number of records. (calculate time required)

The governmental entity is currently processing a large number of records requests (calculate time)

