GRAMA Notice of Appeal to Chief Administrative Officer

used to appeal a denial to the chief administrative officer of any governmental entity

Note: Utah Code § 63G-2-401(1) provides that a requester or interested party who is aggrieved by a governmental entity's access determination may appeal the determination within 30 days by filing a notice of appeal to the entity's chief administrative officer.

Requester or interested party information:

Name: Date:

Address:

City: State: ZIP code:

Daytime phone number: Email address:

Appeal to:

Government agency or office:

Chief Administrative officer's name (if known):

Address:

City: State: Utah ZIP code:

Phone number: Email address:

Explanation of relief sought:

Note: Relief can relate to denial of access to records (Utah Code § 63G-2-401(1)) as well as unreasonable denial of request for a fee waiver (Utah Code § 63G-2-203(6)) or extraordinary circumstances (Utah Code § 63G-2-401(1)(b)).

To what type of denial does this appeal relate?

Denial of access to records

Denial of a request for a fee waiver

Contest of claim of extraordinary circumstances

Note: A chief administrative officer can apply the weighing provision, which means that he or she can order disclosure of records that were properly restricted if he or she determines that, in a specific instance, the interests favoring access are greater than or equal to the interests favoring restriction, Utah Code § (63G-2-401(6). For this reason, a requester's convincing argument will be helpful.

Details and inclusions for notice of appeal:

Note: Utah Code § 63G-2-401(3) provides that the requester or interested party may include a statement of facts, reasons, and legal authority in support of an appeal.

What inclusions accompany this appeal?

Statement of facts, reasons, and legal authority in support of appeal

Copy of original records request

Copy of denial from the governmental entity's records officer

Note: Utah Code § 63G-2-204(9) provides that failure to respond is equivalent to a denial.

Is this appeal based on a records officer's failure to respond? ◯ yes ◯ no

Note: Utah Code § 63G-2-401(4) provides separate time lines for requests involving confidentiality claims.

Does this appeal involve a confidentiality claim? ◯ yes ◯ no ◯ unknown.

Request assistance

A petitioner may request assistance from the government records ombudsman. The ombudsman serves as a resource for a person who is filing an appeal relating to a records request. The ombudsman may also attempt to mediate disputes between requesters and responders (Utah Code § 63A-12-111(2)).

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