

## GRAMA Notice of Appeal to Local Appeals Board

used to appeal the denial of a chief administrative officer to a local appeals board

**Note:** Utah Code § 63G-2-701(5)(c) provides political subdivisions with the option to establish a local appeals board. If a political subdivision establishes an appeals board, any appeal of a decision of a chief administrative officer must be made to the governmental entity's appeals board. The appeal must be filed within 30 days of the response from the chief administrative officer.

### Requester or interested party information:

Name:

Date:

Address:

City:

State:

ZIP code:

Daytime telephone number:

Email address:

### Appeal to:

Name of appeals board representative (if known):

Address:

City:

State: Utah

ZIP code:

Telephone 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 local appeals board may choose to order the release of records if it determines that the interests favoring access are greater than or equal to the interests favoring restriction. Therefore, an argument for access will be helpful.

**Details and inclusions for notice of appeal:**

The processes of local appeals boards differ. Instructions should be provided by a records officer or chief administrative officer. General information in GRAMA is found in Utah Code § 63G-2-701(5) and Utah Code § 63G-2-402(1). Additional details about specific local boards are found in local ordinances.

This petition of appeal to a local appeals board includes the following attachments or inclusions:

- statement of facts, reasons, and legal authority in support of this appeal
- copy of original GRAMA request or description of records requested
- copy of notice of denial from the governmental entity's records officer
- copy of appeal to the governmental entity's chief administrative officer
- copy of notice of decision from the governmental entity's chief administrative officer

**Note:** Utah Code § 63G-2-401(5) provides that a chief administrative officer's failure to respond is equivalent to a denial.

Is this appeal based on a chief administrative officer's failure to respond?    yes            no

**Note:** Utah Code § 63G-2-401(4) provides for third party participation in appeals 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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