

GRAMA Compliance Checklist

The Government Records Access and Management Act (GRAMA) is a comprehensive records law which provides the legal framework and requirements for providing access to government records ([Utah Code 63G-2-101 through 63G-2-901](#)). GRAMA defines what a government record is ([Utah Code 63G-2-103\(22\)](#)). The law acknowledges the competing interests of government transparency with individuals' rights of privacy and public policy interests in restricting access to some records. It specifies conditions when access should be restricted through a classification system that includes public, private, and protected records ([Utah Code 63G-2-301 through 63G-2-310](#)). GRAMA identifies who has the right to access restricted records and states that everyone has the right to access public records ([Utah Code 63G-12-201 and 63G-2-202](#)). GRAMA lays out the processes by which records should be requested and by which government must respond. ([Utah Code 63G-2-201 through 63G-2-206](#)). If parties disagree on issues related to a records request, GRAMA outlines an appeals process ([Utah Code 63G-2-401 through 63G-2-406](#)).

GRAMA and related records laws establish legal requirements for providing access to government records. The following checklist identifies these requirements:

- The chief administrative officer must appoint a records officer(s) who will be trained to work with the State Archives in the maintenance, classification, and access of records ([Utah Code 63A-12-103\(2\)](#)).
- The chief administrative officer must ensure that records officers and other employees who process GRAMA requests receive training on the requirements of GRAMA ([Utah Code 63A-12-103\(3\)](#)).
- Appointed records officers must receive and respond to records requests within ten business days and, if applicable, accept requests through the Open Records Portal ([Utah Code 63G-2-204\(3\)](#)); ([Utah Code 63A-3-403\(11\)](#)).
- Records officers must be certified by annually completing online training through the Utah State Archives ([Utah Code 63G-2-108](#)).
- Governmental entities should evaluate the records they maintain and report designations to the State Archives. ([Utah Code 63A-12-103\(8\)\(9\)](#)). Classification is not required until a request is received ([Utah Code 63G-2-307](#)).
- Governmental entities should make public records available for public inspection during normal business hours ([Utah Code 63G-2-201\(1\)](#)).
- Political subdivisions should establish fees by ordinance or written formal policy ([Utah Code 63G-2-203\(3\)\(c\)](#)).

- Political subdivisions may adopt ordinances or policies relating to the information practices set forth in GRAMA. These policies are filed with the State Archives ([Utah Code 63G-2-701\(2\)](#)).
- The chief administrative officer must respond to appeals by providing written notice of the governmental entity's access decision. This responsibility may be delegated ([Utah Code 63G-2-401\(2\)](#)).