

## GRAMA Appeal Notice of Denial (appeals to local boards)

Date: \_\_\_\_\_

**Note:** Utah Code § [63G-2-401](#) (5,7) states that if the chief administrative officer of a governmental entity affirms the denial of a records request upon appeal in whole or in part, the governmental entity shall provide a notice of denial of the appeal. Pursuant to Utah Code § [63G-2-701](#), political subdivisions may adopt an ordinance specific to this process consistent with GRAMA and may establish a local appeals board.

### Requester's information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

### Respondent's information

Chief administrative officer: \_\_\_\_\_

Government agency or office: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

The denial to your records request, and subsequent appeal herein, has been affirmed. These records have been classified with restricted access pursuant to GRAMA (Utah Code § [63G-2-201](#)(3)) a court rule, another state statute, federal statute, or federal regulation (Utah Code § [63G-2-201](#)(6)). Please see the attached sheet for a description of the record(s) denied and the reason for the denial.

### Notice of appeal

Pursuant to ordinance, \_\_\_\_\_, you have the right to appeal this denial to the \_\_\_\_\_.  
(Name of appeal body)

Please direct your appeal to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Your notice of appeal must be submitted within 30 days of the above denial date and must include your name, mailing address, daytime telephone number, and an explanation of the relief sought. You may also include any supporting information with your notice of appeal.

