

GRAMA Records Request Notice (Extraordinary circumstances)

Date: _____

Note: Utah Code § [63G-2-204](#) (3 and 5) states that the governmental entity should notify the requester if extraordinary circumstances exist when it cannot immediately approve or deny the request. The notice must include a description of the extraordinary circumstances and the date when the records will be available.

Requester's information

Name: _____

Address: _____

City/State/zip: _____

Daytime telephone number: _____

Respondent's information

Records/GRAMA officer: _____

Government agency or office: _____

Address: _____

City/State/zip: _____

Record access considerations

The agency determines that due to extraordinary circumstances stated in Utah Code § [63G-2-204](#)(5), it cannot respond within specified time limits.

- _____ another governmental entity is using the record
- _____ another governmental entity is using the record as part of an audit, and returning the record before the completion of the audit would impair the conduct of the audit
- _____ the request, or substantial series of requests filed within five working days of each other, is for a voluminous quantity of records or a record series containing a substantial number of records
- _____ the governmental entity is currently processing a large number of records requests
- _____ the request requires the governmental entity to review a large number of records to locate the records requested
- _____ the decision to release a record involves legal issues that require legal counsel analysis

_____ segregating information that the requester is entitled to inspect from information that the requester is not entitled to inspect requires extensive editing

_____ segregating information that the requester is entitled to inspect from information that the requester is not entitled to inspect requires computer programming.

Description of extraordinary circumstances

Date when the records will be available _____