

GRAMA Notice of Appeal to Chief Administrative Officer

Note: Utah Code § [63G-2-401](#) (GRAMA) provides that any person aggrieved by a governmental entity's access determination may appeal that determination within 30 days to the chief administrative officer by filing a notice of appeal.

Requester's information

Name: _____ Date: _____

Address: _____

City/State/Zip: _____

Daytime telephone number: _____

Make request to

Name of chief administrative officer: _____

Address: _____

City/State/Zip: _____

Explanation of Relief Sought

Note: Relief can relate to denial of access to records (Utah Code § [63G-2-401](#)) as well as unreasonable denials of fee waivers (Utah Code § [63G-2-203\(6\)](#)) or extraordinary circumstances (Utah Code § [63G-2-401](#)).

A chief administrative officer can apply the weighing provision. This means that he or she can order the disclosure of information that was 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 may be helpful.

Inclusions for notice of appeal

This petition to appeal to the chief administrative officer can include the following attachments:

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

_____ Original GRAMA request

_____ Notice of denial from the governmental agency's records officer

Request assistance

A petitioner may request assistance from the government records ombudsman. The ombudsman's responsibility is to serve 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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