

# GRAMA Notice of Denial Form

used to deny access to records or deny a request for a fee waiver.

**Notes:** As provided in Utah Code § 63G-2-201(5)(6), governmental entities may not disclose records to unauthorized persons if the records are properly classified as private, controlled, or protected, or if access to them is limited by another rule or statute. Utah Code § 63G-2-205(1)(2) states that if the governmental entity denies the request in whole or part, it shall provide a notice of denial. The notice shall contain:

- a description of the record to which access is being denied (unless the description discloses restricted information)
- the legal citation upon which access denial is based (unless the citation discloses restricted information)
- a statement that the requester has the right to appeal as well as details about time limits and the name and business address of the chief administrative officer to whom the appeal should be made.

## Respondent information:

Record officer or respondent name:

Date:

Address:

City:

State: Utah

ZIP:

Telephone number:

Email address:

## Requester information:

Name:

Address:

City:

State:

ZIP:

Daytime telephone number:

Email address:

## Details about denial of access to records:

The following record(s) is denied for the following legal reason(s):

**Description of record**

**Complete legal citation upon which restricted classification is based: state statute, federal statute or regulation, court rule/order**

**Details about denial of a request for a fee waiver:**

**Note:** Governmental entities are encouraged to waive fees in certain circumstances as outlined in Utah Code § 63G-2-203(4).

A request for a fee waiver for the following record(s) has been considered and hereby denied:

Releasing the record(s) is not in the public interest

Notwithstanding a consideration that releasing the record(s) may be in the public interest, the request for a fee waiver is denied.

The requester is not the subject of the record.

Although the requester is the subject of the record the request for a fee waiver is denied.

The requester’s claim that he/she is impecunious and his/her legal rights are implicated by access to requested records is denied.

**Details about the requester’s right to appeal:**

**Note:** A requester or interested party has the right to appeal government’s denial of access to records as outlined in Utah Code § 63G-2-401(1). In like manner, a person who believes that there has been an unreasonable denial of a request for a fee waiver may appeal as outlined in Utah Code § 63G-2-203(6).

The requester or an interested party has the right to appeal this denial to the chief administrative officer.

The appeal must be directed to:

Chief administrative officer or designee’s name:

Address:

City:

State: Utah ZIP:

Telephone number:

Email address:

**Details about appeal requirements:**

**Note:** An appeal must be submitted to the chief administrative officer or designee no later than 30 days after the date on the notice of denial as outlined in Utah Code § 63G-2-401(1)(2)(3). The appeal must include:

- the name, address, and telephone number of the person making the appeal.
- a statement of the relief sought
- may also include a short statement of facts, reasons, and legal authority to support the appeal.

For convenience, the Archives provides: GRAMA Notice of Appeal to Chief Administrative Officer Form.