

GRAMA Notice of no Records to Provide

use to notify a requester that records are publicly available, do not exist, or were previously provided

Notes: Utah Code § 63G-2-204(4) states that after a governmental entity has received and reviewed a records request, it should notify the requester if it does not maintain the requested record(s), and if possible provide a referral.

Utah Code § 63G-2-204(8) states that in response to a request, a governmental entity is not required to create a record, nor is it required to provide a record that is publicly accessible. Providing repeated access is also not required.

Respondent information:

Record officer or respondent name:

Date:

Address:

City:

State: Utah

ZIP code:

Telephone number:

Email address:

Requester information:

Name:

Address:

City:

State:

ZIP code:

Daytime telephone number:

Email address:

Statement of records officer's response:

A claim that no records are available applies to the following requested record(s):

This claim is based on the following reason:

No record(s) is known to exist. As provided in Utah Code § 63G-2-201(8)(a)(b)(c), a governmental entity is not required to create a record or to compile, summarize, tailor, or reformat information in response to a records request.

This request unreasonably duplicates a previous request and therefore the governmental entity is not required to fulfill it as provided in Utah Code § 63G-2-201(8)(d).

The requested record(s) has been destroyed according to an approved retention schedule as required by Utah Code § 63A-12-105(1)(2) and Utah Code § 63G-2-604(1). Details may be provided below.

The requested record(s) is available on line or in a publicly available publication. Therefore based on Utah Code § 63G-2-201(8)(e) the governmental entity is not required to provide it. Details are provided below:

Details about location of record(s) that is publicly available:

Note: Although a governmental entity is not required to provide access to a record that is accessible online or otherwise publicly available, Utah Code § 63G-2-201(8)(a) requires government to specify where the record is available or accessible on line.

Location of publicly available record(s) or additional explanation:

Details about record(s) that has been destroyed:

Note: Utah Code § 63G-2-604(1) requires government records to be maintained and destroyed according to approved retention schedules. Approved general retention schedules are available on Utah State Archives website.

The requested record(s) has been properly destroyed according to an approved schedule .

Title of relevant schedule (if known):

Destruction date (if known):

Details about the requester’s right to appeal a claim that no record(s) exists:

Note: If a governmental entity claims that no record(s) exists and the requester has reasonable evidence that records do or should exist, then the requester may consider this claim a denial and make an appeal to the chief administrative officer. See Utah Code § 63G-2-204(9). Such an appeal should include evidence that a record(s) exists.

Statement or Requester’s Right to Appeal:

A requester may appeal a claim that a record does not exist to the chief administrative officer.

Chief administrative officer or designee’s name:

Address:

City:

State: Utah ZIP code:

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, including evidence that a record exists.

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