GRAMA Notice of Extraordinary Circumstances Form

used to notify a requester of extraordinary circumstances which will delay the response to a records request

Note: Utah Code § 63G-2-204(4)(b)(iii) states that a governmental entity shall notify the requester within ten business days if extraordinary circumstances exist which make it impossible to approve, deny, or process a request within specified time limit. The notification shall include:

• identification of the extraordinary circumstance

Respondent information:

• the estimated date when the request will be processed or when records will be provided.

•				
Record officer or respondent name:				Date:
Address:				
City:	State:	Utah	ZIP:	
Telephone number:	Email address:			
Requester information:				
Name:				
Address:				
City:	State:	Z	ZIP:	

Details about extraordinary circumstances:

Note: As provided in Utah Code § 63G-2-204(6)(7), governmental entities are allowed to claim extraordinary circumstances in specific situations as outlined, and may adjust the time limits for response according to defined allowances.

Email address:

Statement of record officer's response:

Daytime telephone number:

A claim of extraordinary circumstances applies to the following record(s):

This claim is based on the following reason(s):

Another governmental entity is using the requested record (calculate 5 additional business days unless return would interfere with other entity's work)

Another entity is using the requested record as part of an audit (must wait for audit completion)

The requester is seeking a voluminous quantity of records or records from a record series containing a substantial number of records. (calculate time required)

The governmental entity is currently processing a large number of records requests (calculate time)

The request requires review of a large number of records to locate the requested records (calculate time required)

The decision about whether to release record(s) involves legal issues and requires consultation with legal counsel (calculate 5 additional business days)

Segregating information to which the requester is entitled from information to which the requester is not entitled requires extensive editing (calculate 15 business days from date on original request)

Segregating information to which the requester is entitled from information to which the requester is not entitled requires computer programming (calculate time required)

The expected date on which records will be provided or a response given:

Respondent's further explanation:

Due to the large quantity of records the governmental entity is requiring the requester to make his/her own copies as authorized by Utah Code § 63G-2-201(11). yes no

Due to request for multiple records governmental entity is choosing to treat this request as multiple requests and will respond sequentially as authorized by Utah Code § 63G-2-204(7)(c)(iv)(B). yes no

Details about the requester's right to appeal:

Note: A requester who believes that the date of compliance is unreasonable or that extraordinary circumstances do not exist, may appeal the claim of extraordinary circumstances to the chief administrative officer as outlined in Utah Code § 63G-2-401(1)(b).

The requester may appeal this claim of extraordinary circumstances to the chief administrative officer:

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 \S 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.