

GRAMA Request for Payment or Prepayment

use to notify a requester of costs associated with a records request

Note: Utah Code § 63G-2-203(1) & (8) provides that a governmental entity may charge a reasonable fee to cover the actual cost of providing a record(s). Prepayment may be required if the cost exceeds \$50 or if the requester has not paid for previous requests after an invoice has been sent. Additionally, requesters may ask for a cost estimate before authorizing a governmental entity to process a request.

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:

Prepayment or authorization is needed in order to process a request for the following records:

The cost or estimated cost of filling this request is:

The request has been processed and records are ready for release.

The request is being processed. Payment will be required upon receipt of records.

Prepayment is required before this request will be processed. Any amount over paid will be reimbursed.

The requester authorized a lesser amount. Agreement to pay the total cost is required to process request.

The fee has been waived. Payment is not required.

Upon consideration, the fee has been reduced to

Details about the cost of processing the request:

Notes: Utah Code § 63G-2-203(1)(2)(3) provides guidance on appropriate fees. Governmental entities may charge a reasonable fee to cover the actual cost of providing records. When a governmental entity compiles a record in a form other than that normally maintained, the actual cost includes staff time for compiling, packaging or summarizing information to meet the person’s request. Government may also charge for staff time spent on search and retrieval and other direct administrative costs. The hourly charge cannot exceed the salary of the lowest paid employee with the necessary skill and training to perform the work. The first 15 minutes must be provided at no cost. Additional fees are established by a local ordinance or policy, or in the case of state government, approved by the Utah Legislature. Government may not charge for reviewing a record to make a classification decision.

The calculation provided represents:

the cost of fulfilling the request

an estimate of the cost of fulfilling the request

The calculation is based on the following costs:

Report	cost per report	quantity
Copies	cost per copy	quantity
Staff time for compilation	cost per hour	hours
Additional staff time	cost per hour	hours
Supplies	cost per item	items

Third party service

Mailing or shipping cost

Certification fee

Other explained below

Additional explanation:

Total:

Statement about the processing time:

The response time for processing this request will begin on the date prepayment, or authorization is provided. Response time is ten business days, but may be longer if extraordinary circumstances apply.