

**Government Records Office**

**Notice of Compliance**

Use to notify the Government Records Office Director that an order is resolved.

**Notes:** Utah Code § 63G-2-403(15)(a) requires parties to comply with the Government Records Office order. Utah Code § 63G-2-403(15)(c)(ii) requires a governmental entity to file a notice of compliance with the Director when ordered to produce a record. Administrative Rule R35-4-2 states that the notice of compliance shall contain a statement, the signature of the head of the governmental entity, and the method and date the records were delivered to the requester. Without a notice of compliance, the Director has the option to vote on a civil penalty of up to \$500 for each day of continuing noncompliance.

Statement from respondent:

If the Committee ordered the entity to perform another search, what new search efforts were taken?

Today's date:

Chief Administrative Officer/designee:

Chief Administrative Officer/designee Signature: