

Utah Inland Port Authority Board

GRAMA Record Requests Policy

A. These provisions govern records requests directed to the Utah Inland Port Authority Board (the “Board”) under Utah Code § 63G-2, the Government Records Access and Management Act (“GRAMA”).

B. When practicable, the Board records officer may work with the requestor to develop reasonable search terms to identify potentially responsive records.

C. Typically, records deemed to be responsive and public will be transmitted to the requestor via electronic mail. Records may be provided in the format maintained by the Board in the ordinary course of business.

D. Unless the Board records officer provides a fee waiver under GRAMA Section 203(4), fees will be assessed at an hourly rate not to exceed the salary of the lowest paid employee who, in the discretion of the Board records officer, has the necessary skill and training to prepare the response. When providing records in electronic format is not possible and in other atypical circumstances, fees are as follows (staff time is included in the fees below):

Photocopies:

- \$.25 per page for standard size, non-color white copies
- \$.40 per page for standard size, color copies
- \$1.00 per page for 11 X 17 copies
- Actual costs for other odd sized copies

Other media:

- \$10 for USB
- Other media/supplies: actual cost

Third party services:

- Actual cost

Mailing and shipping costs:

- \$2.00 for staff mail preparation time, plus actual mailing costs if greater than \$2.

E. Nothing in this policy will be construed to supersede or conflict with the provisions of GRAMA.

Utah Inland Port Authority Board Chair:

Printed Name

Signature

Date