

INTERLAKEN TOWN, UTAH
GRAMA PROCEDURES AND FEES
April 1, 2020

RESOLUTION NO. 2020-04-01A

A RESOLUTION ESTABLISHING GOVERNMENT RECORD ACCESS AND
MANAGEMENT ACT (GRAMA) PROCEDURES AND FEES AND REPLACING
RESOLUTION NO. 2018-10-01A IN ITS ENTIRETY

WHEREAS, Interlaken Town intends to comply with U.C.A. 63G-2-101 et seq., the Interlaken Town Council wishes to establish procedures not addressed in U.C.A. 63G-2-101 et seq. as regarding GRAMA requests; and

WHEREAS, Interlaken Town is burdened by administrative costs associated with fulfilling Government Access and Management Act (GRAMA) requests; and

WHEREAS, Interlaken Town is within its rights to adopt procedures and charge a fee for such purposes;

NOW, THEREFORE, it is hereby RESOLVED, that the Town Council of Interlaken, Utah, resolves to adopt the following procedures and fees relating to GRAMA requests:

- 1) All GRAMA requests will be received by the Town Clerk/Recorder.
- (2) The date of receipt will be considered the day that the request is received in hard copy by hand delivery or certified/registered mail. Day 1 of the 10-day response time required by statute will be considered to be the day following receipt. A request by email or fax will not be considered adequate.
- (3) A UTAH GOVERNMENT RECORDS REQUEST FORM will be used whenever possible.
- (4) The Recorder will fulfill requests in a timely manner, but the Recorder may require more than the 10 days allowed for response by statute depending upon the office schedule. Limited staffing may cause delays in response time and should be considered under extraordinary circumstances.
- (5) The Recorder will fulfill all requests for documents or records free of charge if the response is less than 10 pages or requires up to 15 minutes to process.
- (6) Requests requiring more than 15 minutes of labor will be billed at \$25.00 per hour for labor, and requests that result in more than 10 pages of documents will be billed at .25 per page (two sided documents will be .50 per page). If fees to be billed are estimated to exceed \$50.00, the Recorder will inform the requester of the estimated charges and require payment before actually beginning the work involved in fulfilling the request. If the requester decides to continue with the request, the 10 day response period will begin once the funds have been received.
- (7) As Interlaken Town has no public offices, the Recorder will facilitate inspections of documents by appointment and determine the location of the inspection based on availability and convenience to all parties.

(8) Copies retrieved from Utah State Archives or other storage facility. In addition to the copy fee, the requester must pay actual cost for staff time and mileage (computed using the current official federal standard mileage rate).


(9) Compiling Documents in a form other than that normally maintained by the Town, pursuant to U.C.A. 63G-2-203 (2008). In the event the Town compiles a record in a form other than that normally maintained by the Town, the actual costs under this section may include the following:

- (a) (i) the cost of staff time for compiling, formatting, manipulating, packaging, summarizing, or tailoring the record either into an organization or media to meet the person's request;
 - (ii) the cost of staff time for search, retrieval, and other direct administrative costs for complying with a request; and
 - (iii) in the case of fees for a record that is the result of computer output other than word processing, the actual incremental cost of providing the electronic services and products together with a reasonable portion of the costs associated with formatting or interfacing the information for particular users, and the administrative costs as set forth in Subsections (i) and (ii).
- (b) An hourly charge under this section may not exceed the salary of the lowest paid employee who, in the discretion of the custodian of records, has the necessary skill and training to perform the request.
- (b) Notwithstanding Subsections (a) and (b), no charge may be made for the first quarter hour of staff time.

Fee Waiver for Public Benefit. The Town may fulfill a record request without charge if it determines that: releasing the record primarily benefits the public rather than a person; the individual requesting the record is the subject of the record, or an individual specified in U.C.A. Subsection 63G-2-202(1) or (2); or the requester's legal rights are directly implicated by the information in the record, and the requester is impecunious.

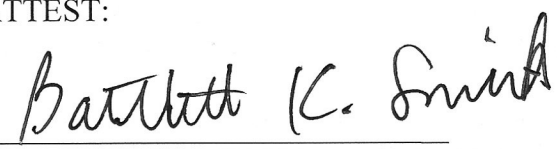
APPROVED AND ADOPTED this 1st day of April, 2020.

TOWN OF INTERLAKEN



Mayor: Gregory Harrigan

ATTEST:



Town Clerk: Bart Smith

