

<p>University of Utah Fee Schedule for copies of records requested pursuant to the <i>Government Records Access and Management Act</i></p>

Type of Record	Costs
Photocopies of Records in Form Normally Maintained	\$0.25 per page
Records Provided in Electronic Format (e.g., PDF files)	\$0.25 per page plus associated media expenses, if applicable
Photocopies or Electronic Versions of Records that Require Compilation, Redaction, Formatting, etc.	See Actual Costs Worksheet
Electronic Database Output	See Actual Costs Worksheet
Other	See Actual Costs Worksheet

The Government Records Access and Management Act (GRAMA), sections 63G-2-101 to -901 of the Utah Code, authorizes the University of Utah to charge a reasonable fee to cover the actual costs associated with complying with a records request. Such costs may include staff time and media charges.

Prepayment is required if the University estimates costs will exceed \$50.00, or if the requester has not paid for previous requests. The University may waive fees for fulfilling a GRAMA request under the circumstances described in section 63G-2-203(3) of the Utah Code. Fee waivers must be authorized by a vice president.

GRAMA REQUESTS -- Actual Costs Worksheet

Requester _____ Date _____

Department Receiving Request: _____

Activity/Processing	Projected Cost	Actual Cost
Staff Time:		
First 15 Minutes	FREE, except as provided in Utah Code section 63G-2-203	FREE, except as provided in Utah Code section 63G-2-203
Compilation \$ _____ * Hourly Wage of Employee Time for summarizing, compiling, or tailoring record to requested organization or media	x _____ hours = _____ Number Total Cost of Compilation	x _____ hours = _____ Number Total Cost of Compilation
Search & Retrieval \$ _____ * Hourly Wage of Employee Search, retrieval, and direct administrative costs for complying with request.	x _____ hours = _____ Number Total Cost of Retrieval	x _____ hours = _____ Number Total Cost of Retrieval
Electronic/Computer Output Actual incremental costs of electronic services and products, with costs of formatting or interfacing data.	= _____ Total Cost of Electronic Services	= _____ Total Cost of Electronic Services
Media Costs Actual Costs of requested media (e.g., video, floppy disc, photograph, microfilm, etc.)	_____ Description of Media and per unit cost X _____ = _____ Number Total Cost of Media	_____ Description of Media and per unit cost X _____ = _____ Number Total Cost of Media
Total Cost of Fulfilling Request	\$ _____	\$ _____

*Hourly charge may not exceed the hourly wage of the lowest paid employee(s) who, in the discretion of the custodian of records, has the necessary skill and training to perform the task(s) associated with fulfilling the request.