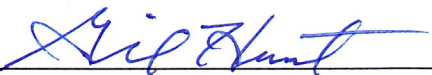


BICKNELL TOWN POLICY - 2014
GOVERNMENTS RECORDS AND MANAGEMENT ACT POLICY

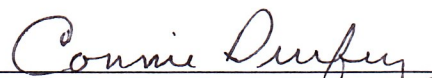
The Government Records Access and Management Act, GRAMA, governs access to government records in Utah. It is designed to protect both privacy and transparency in government. It creates and describes a classification system within which specific records can be identified so that appropriate access can readily be determined. It establishes a process to appeal the denial of access.

In accordance with GRAMA, Bicknell Town will follow all provisions of said act. A designated record keeper will complete a certification from the State Archives each year. A request form will be needed for someone requesting information. A fee schedule will be put in place for research and copies.

This policy with fee schedule was passed for approval on the 6th day of November 2014, by the Bicknell Town Council.



Mayor Gil Hunt



ATTEST: Connie Durfey, Town Clerk

UTAH GOVERNMENT RECORD REQUEST FORM

TO: BICKNELL TOWN - CONNIE DURFEY, TOWN CLERK
64 W 100 N, PO BOX 96, BICKNELL, UT. 84715

Description of record sought (records must be described with reasonable specificity):

- ☐ I would like to inspect (view) the records
- ☐ I would like to receive a copy of the records. I understand that I may be responsible for fees associated with copying charges or research charges as permitted by UCA 63-2-203. I authorize costs of up to \$_____.
- ☐ UCA 63-2-203 (4) encourages agencies to fulfill a records without charge. Based on UCA 63-2-204 I am requesting a waiver of costs because:

releasing the record primarily benefits the public rather than a person. Please explain:

- ☐ I am the subject of the record.
- ☐ I am the authorized representative of the subject of the record.
- ☐ My legal rights are directly affected by the record and I am impoverished. (Please attach information supporting your request for a waiver of the Fees.)

If the requested records are not public, please explain why you believe you are entitled to access.

- ☐ I am the subject of the record.
- ☐ I am the person who provided the information.
- ☐ I am authorized to have access by the subject of the record or by the person who submitted the information. Documentation required by UCA 63-2-202, is attached.
- ☐ Other. Please explain.

- ☐ I am requesting expedited response as permitted by UCA-2-204(3)(b). (Please attach information that shows your status as a member of the media and a statement that the records are required for a story for broadcast or publication, or other information that demonstrates that you are entitled to expedited response.)

Requestor's Name: _____

Mailing Address: _____

Daytime telephone number: _____ Date: _____

Signature: _____

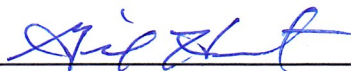
BICKNELL TOWN

FEE SCHEDULE FOR RECORDS REQUEST

The following schedule is hereby adopted for records requests made pursuant to Bicknell Town and Utah Government Records Access and Management Act:

<u>ITEM</u>	<u>FEE</u>
Research	\$25.00 per hour
Copies/duplication	\$.25 per page
Colored copies	\$ 1.00 per page
Fax	\$ 2.00 per page
Audio recording Council meeting	\$10.00

This fee schedule was adopted by the Bicknell Town Council on 6th day of November, 2014.



Mayor



ATTEST: Town Clerk