Open Records Portal

DAS | Utah Division of Archives and Records Service

Utah Code 63A-3-403

(11)   The department shall, in consultation with the board and as fun
allows, modify the information website described in Subsection (10)

(a)   by January 1, 2015, serve as a point of access for Governmen
Records Access and Management requests for executive agencies;

(b)   by January 1, 2016, serve as a point of access for Governme
Records Access and Management requests for:

(i)   school districts;

(ii)   charter schools;

(iii)   public transit districts created under Title 17B, Chapter 2
Public Transit District Act;

(iv)   counties; and

(v)   municipalities;

(c)   by January 1, 2017, serve as a point of access for Government Records Access and Management requests for:

(i)   local districts under Title 17B, Limited Purpose Local Government Entities - Local Districts; and

(ii)   special service districts under Title 17D, Chapter 1, Special Service District Act;

(d)   except as provided in Subsection (12)(a), provide link capabilities to other existing repositories of public information, including maps, photograph collections, legislatively required reports, election data, statute, rules, regulations, and local ordinances that exist on other agency and political subdivision websites;

Open Records Portal Requests by Month 2015-2020
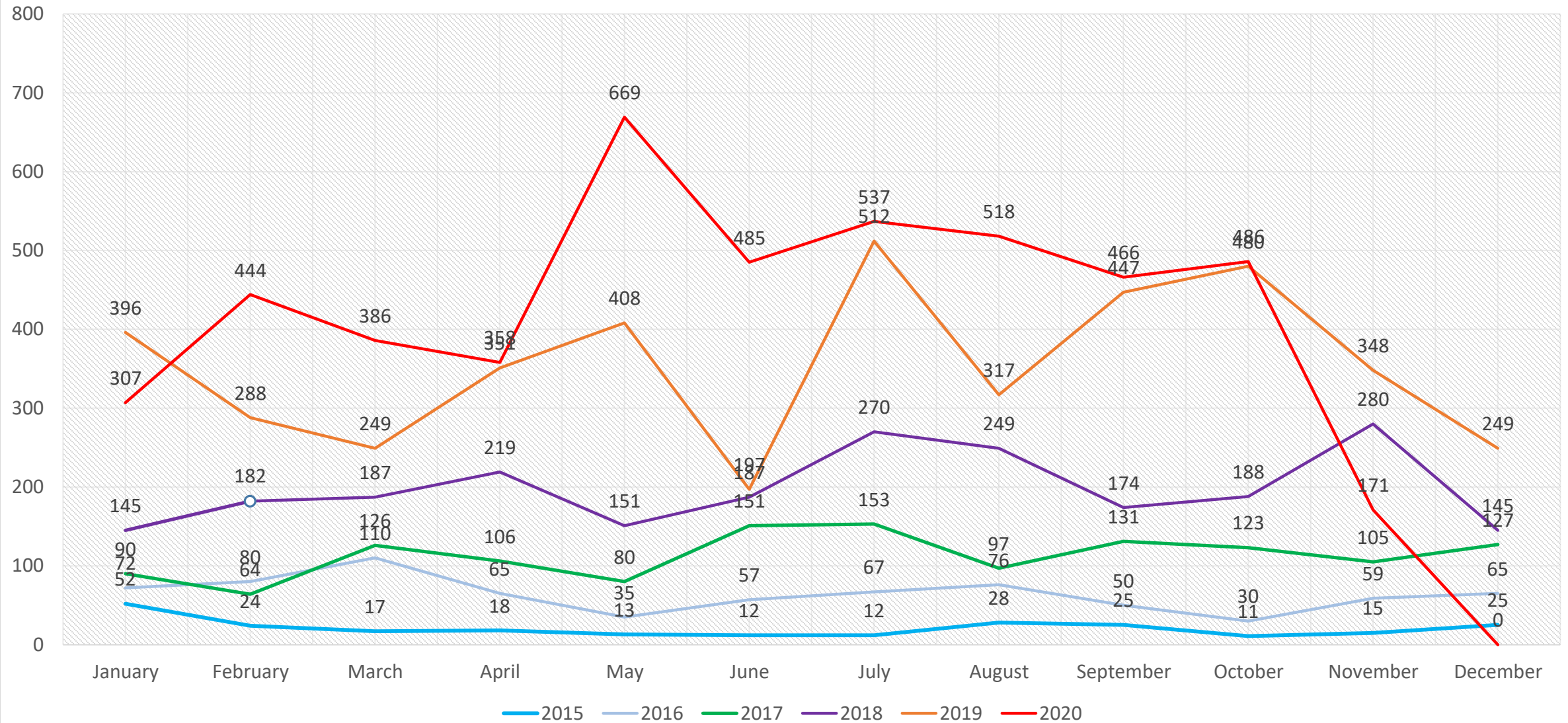
Portal Statistics

Total Requests Per Year
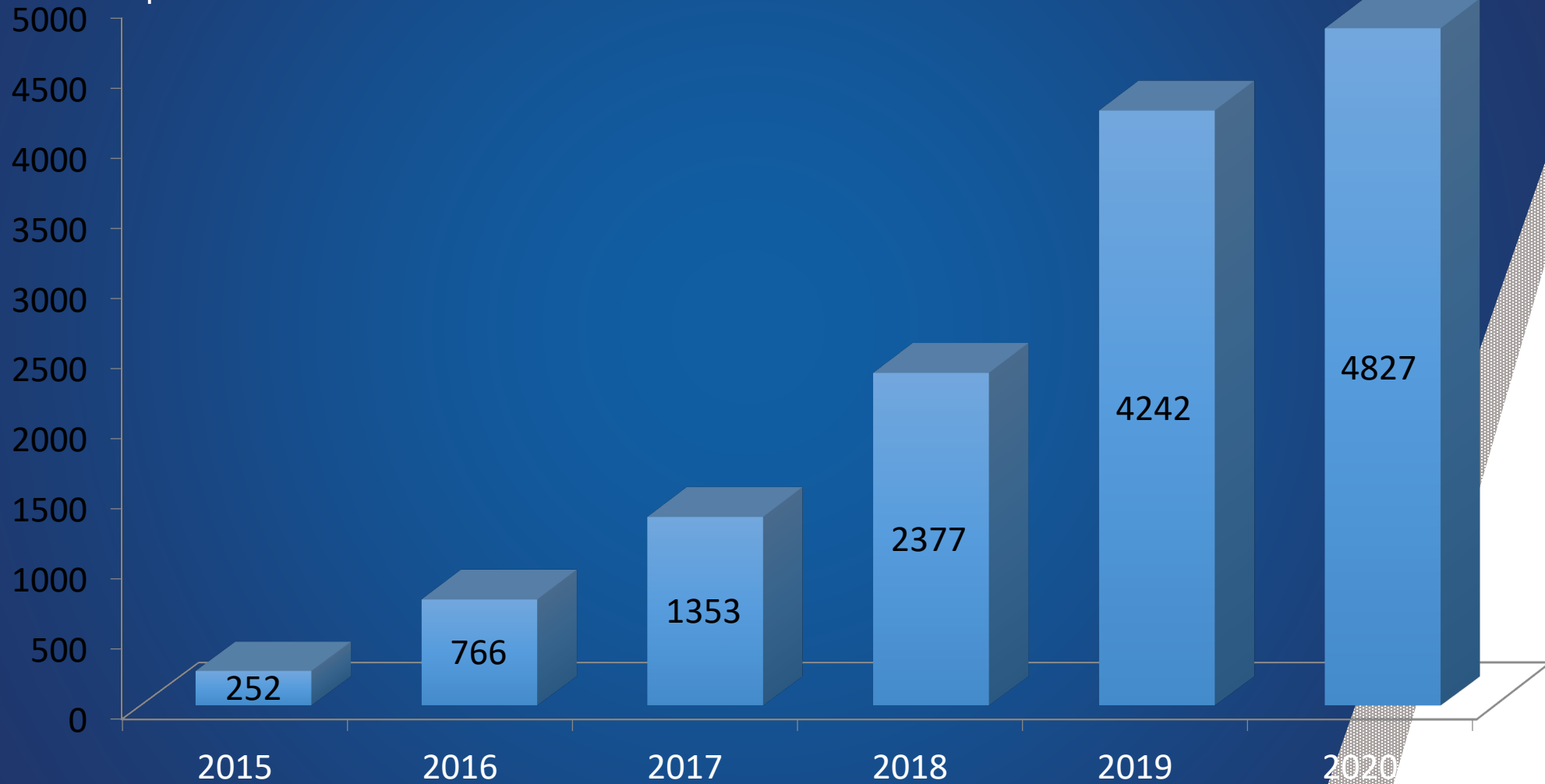
Log In

- o Go to openrecords.utah.gov
- o Click **Login**
- o Enter your credentials or create a UMD login
  - o If you post to the Public Notice Website, you can use those same login credentials here
  - o Use an email address that is not shared with anyone else in your agency
- o Click on **Dashboard** to view upcoming events and records requests (shown to the right)
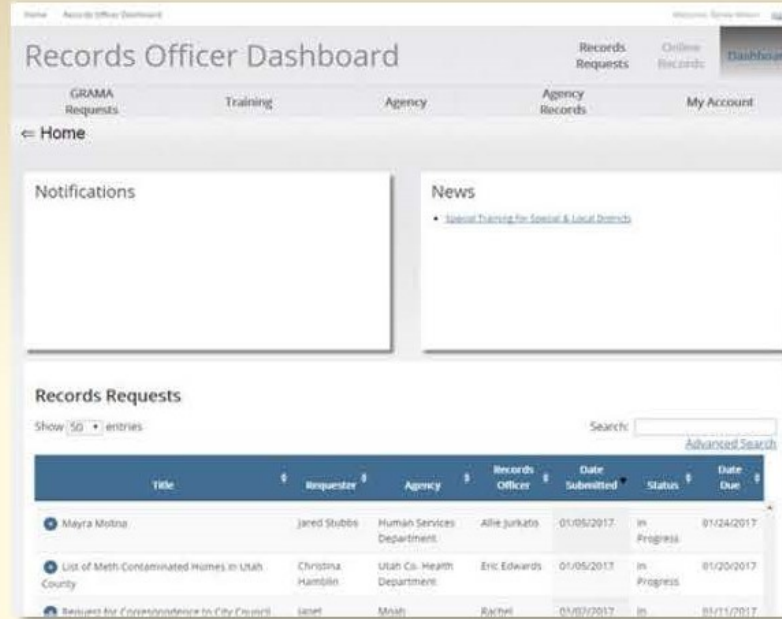
View a Request

- o Click the **plus sign** next to a request to preview it without opening it
- o Click on a **request** in the dashboard to open it
- o You will see the Records Request page (shown on next page)

View Completed Requests

- o From the Dashboard, click **Advanced Search**
- o Change the "Only open requests?" option from **Yes** to **No**
- o Click **Apply Filter**

← → C 🔒 https://openrecords.utah.gov/cgi-bin/appx.sh ☆

⋮⋮⋮ Apps Utah Open Records... Payroll Time Entry S... A County General Sch... A Municipal Records... Boards | Trello Analytics APPX - axaemarchiv... Open Records acco... StateOrgCharts201...

utah gov

Government Employment Business Education Residents Visiting About Utah Connect Services Settings Support

Records Requests

Show 50 ▾ entries

Search: [ ]

Advanced Search

Status: [▾]   Date Range: 04/01/2019   To 04/22/2019

Only open requests? No ▾
Only your requests? No ▾

(Apply Filter)

Title	Requester	Agency	Records Officer	Date Submitted ▼	Status	Date Due
⊕ Request Arrest Report on DUI arrest	Dorothy Bailey	Vernal Police	Roxanne Behunin	04/22/2019	Requested	Not Yet Received
⊕ Property code violations	Elinor Strack	Spanish Fork	Jill Thorpe	04/22/2019	In Progress	05/06/2019
⊕ Property code violations	Elinor Strack	South Ogden	Leesa Kapetanov	04/22/2019	Requested	Not Yet Received
⊕ Property code violations	Elinor Strack	Saratoga Springs	Cindy LoPiccolo	04/22/2019	Requested	Not Yet Received
⊕ Property code violations	Elinor Strack	Riverton	Virginia Loader	04/22/2019	Requested	Not Yet Received
⊕ Property code violations	Elinor Strack	Riverdale	Jackie Manning	04/22/2019	Requested	Not Yet Received
⊕ Property code violations	Elinor Strack	Pleasant View	Marcie Stromberg	04/22/2019	Requested	Not Yet Received
⊕ Property code violations	Elinor Strack	Pleasant Grove	Kathy Kresser	04/22/2019	Requested	Not Yet Received

Lunch ⚙ ✕
22 11am – 11:30am
calendar.google.com

11:29 AM
4/22/2019

Overview of Records Request Layout

Section 1
Shows the records request as submitted.

Actions you can take:
- **Print** the request
- Choose to respond to the request **outside of the portal**

Section 2
Shows all request portions, statuses, and due dates.

Actions you can take:
- **Select which portion** of the request to view and respond to (fee waiver request, expedited request, main request)

Section 3
Shows details about whichever request portion is selected in section 2.

Actions you can take:
- **Change the records officer** (to someone else in your same agency)
- **Revise the title and description** of the request portion (this does not change the original request)
- **Divide the request** into parts

Section 4
Shows your options for acting on the request portion.

Actions you can take:
- **Approve** or **deny** the request portion
- Claim **extraordinary circumstances** for the request portion
- **Refer** the requester to a different agency (if the request does not pertain to your agency), or tell the requester why the records **do not exist**
- Specify **fees** (for tracking purposes only—fees cannot be collected via the portal)
- **Contact** the requester (sends an email)
- Add **tasks** which may be assigned to other individuals (under the **Other** button)
- **Upload a file** for the requester ("References" under the **Other** button; you may also upload a file when approving the request)
- Add **notes** (under the **Other** button)
- View a detailed **log** of the request history (under the **Other** button)

A Basic Open Records Portal Request

DAS | Utah Division of Archives and Records Service

Approve a Request

- Select the request portion you want to approve
- Click **Approve**
- Enter a note about the approved records
- Select the delivery method
  - Note that there is currently a **30MB limit** on file size
- Click **Approve**
- An email will be sent to the user containing the message you wrote

Approve

Records Requested

Title of Request: *Basic Request

Description of records being requested: *For the purpose of explaining how the Open Records Portal functions, I am submitting this basic request. I would like a pdf of the state archives outreach policy. If that policy is not readily available, please share any pdf that is publicly available so that I may demonstrate the process.

Date Range of records being requested: 2018 ⌄ 01 ⌄ 1 ⌄ 📅 To 2019 ⌄ 04 ⌄ 18 ⌄ 📅

Requester's Information

Name: Dylan Mace

Address: *346 S. Rio Grande Street

Mailing Address Line 2

City: *Salt Lake City

State: *Utah

Country: Country

Zip Code: *84114

utah

Records Requests

⇐ Home

Search Agencies 🔍

utah gov

| | Government | Employment | Business | Education | Residents | Visiting | About Utah | Connect | Services | Settings | Support |

Title	Agency	Date Submitted	Status	Due Date
⊕ Basic Request	Archives and Records Service	04/18/2019 13:26 27	Requested	Not Yet Received

Manage Request

⇐ Records Officer Dashboard

Records Requested

Print Request   Respond Outside Portal

Title:	Basic Request
Date Due:	05/02/2019
Total Fee for Request:	To be determined
Request Status:	In Progress
Date Range:	01/01/2018 to 04/18/2019
Description:	For the purpose of explaining how the Open Records Portal functions, I am submitting this basic request. I would like a pdf of the state archives outreach policy. If that policy is not readily available, please share any pdf that is publicly available so that I may demonstrate the process.
Restrictions:	Records contain no restricted information
Record Access:	Receive a copy and notify requester if the associated fees will be greater than $
	More Detail

Request Portions ❓

Title ▲	Status ⬍	Date Due ⬍
Main Request	Open	05/02/2019

Title:	*Main Request
Status:	Open
Total Fee Quoted:	To be determined
Date Due:	05/02/2019
Assigned Records Officer:	*Kendra Yates Change Records Officer
	More Detail
Description:	*For the purpose of explaining how the Open Records Portal functions, I am submitting this basic request. I would like a pdf of the state archives outreach policy. If that policy is not readily available, please share any pdf that is publicly available so that I may demonstrate the process.

Title: *Main Request

Status: Open

Total Fee Quoted: To be determined

Date Due: 05/02/2019

Assigned Records Officer: *Kendra Yates   Change Records Officer

More Detail

Description: *For the purpose of explaining how the Open Records Portal functions, I am submitting this basic request. I would like a pdf of the state archives outreach policy. If that policy is not readily available, please share any pdf that is publicly available so that I may demonstrate the process.

Divide Request into Parts   Save

| Approve | Deny | Extraordinary Circumstances | Refer | Fees | Contact Requester | Other |

Approve Response

Result: *Please enter a result for the request. Max 4000 characters

Delivery Method of Records:*

○ Email

○ Mail

○ View in Office/Pickup

○ URL

○ Upload

Status: Open

Total Fee Quoted: To be determined

Date Due: 05/02/2019

Assigned Records Officer: *Kendra Yates   [Change Records Officer]

[More Detail]

Description: *For the purpose of explaining how the Open Records Portal functions, I am submitting this basic request. I would like a pdf of the state archives outreach policy. If that policy is not readily available, please share any pdf that is publicly available so that I may demonstrate the process.

[Divide Request into Parts] [Save]

Approve	Deny	Extraordinary Circumstances	Refer	Fees	Contact Requester	Other

Result: *We do not have an official, finalized outreach policy, but here is a Web Committee policy.

Delivery Method of Records:*

○ Email

○ Mail

○ View in Office/Pickup

○ URL

⦿ Upload

Upload File: [Choose File] No file chosen

Total Fee Quoted: To be determined

Date Due: 05/02/2019

Assigned Records Officer: *Kendra Yates   [Change Records Officer]

More Detail

Description: *For the purpose of explaining how the Open Records Portal functions, I am submitting this basic request. I would like a pdf of the state archives outreach policy. If that policy is not readily available, please share any pdf that is publicly available so that I may demonstrate the process.

[Divide Request into Parts] [Save]

Approve	Deny	Extraordinary Circumstances	Refer	Fees	Contact Requester	Other

Result: *We do not have an official, finalized outreach policy, but here is a Web Committee policy.

Delivery Method of Records: *

○ Email

○ Mail

○ View in Office/Pickup

○ URL

◉ Upload

Archives_Policy_2018_08_Web_Committee.pdf ×

Upload File: [Choose File] No file chosen

⇐ Records Officer Dashboard

Request Closed!

[Reopen Request]

Records Requested

[Print Request] [Respond Outside Portal]

Title:	Basic Request
Date Due:	05/02/2019
Total Fee for Request:	To be determined
Request Status:	Approved
Date Range:	01/01/2018 to 04/18/2019
Description:	For the purpose of explaining how the Open Records Portal functions, I am submitting this basic request. I would like a pdf of the state archives outreach policy. If that policy is not readily available, please share any pdf that is publicly available so that I may demonstrate the process.
Restrictions:	Records contain no restricted information
Record Access:	Receive a copy and notify requester if the associated fees will be greater than $
	[More Detail](#)

Request Portions ?

Title ▲	Status ⬍	Date Due ⬍
Main Request 📎	Approved	

Response Closed!

Title:	*Main Request
Status:	Approved
Total Fee Quoted:	To be determined
Date Due:	05/02/2019
Response:	We do not have an official, finalized outreach policy, but here is a Web Committee policy.
Uploaded Files:	[Archives_Policy_2018_08_Web_Committee.pdf](#)
Delivery Method to Requester:	Upload

Title of Request: *Basic Denial

Description of records being requested: *To demonstrate how the Open Records Portal functions, I would like you to deny this record request.

Date Range of records being requested: 2019 ⌄ 01 ⌄ 1 ⌄ [📅] To 2019 ⌄ 03 ⌄ 1 ⌄ [📅]

Requester's Information

Name: Dylan Mace

Address: *346 S. Rio Grande Street

Mailing Address Line 2

City: *Salt Lake City

State: *Utah

Phone: *8015313853   ☐ Not Applicable

Use as defaults? ☐

A Basic Open Records Portal Denial

DAS | Utah Division of Archives and Records Service

Deny a Request

Deny

- o Select the request portion you want to deny
- o Click **Deny**
- o Enter the reason for denial, including a legal citation (if applicable) and a description of the records being denied
- o Enter CAO's contact information if the information didn't auto-populate
- o Click **Deny This Request**
- o An email will be sent to the user containing the message you wrote and instructions on how to appeal the decision

⇐ Records Officer Dashboard
Manage Request

Records Requested

Title:	Basic Denial
Date Due:	05/02/2019
Total Fee for Request:	To be determined
Request Status:	In Progress
Date Range:	01/01/2019 to 03/01/2019
Description:	To demonstrate how the Open Records Portal functions, I would like you to deny this record request.
Restrictions:	I am the subject of the record
Record Access:	View or inspect records only
	More Detail

Request Portions ❓

Title ▲	Status ⬍	Date Due ⬍
Main Request	Open	05/02/2019

Title:	* Main Request
Status:	Open
Total Fee Quoted:	To be determined
Date Due:	05/02/2019
Assigned Records Officer:	* Kendra Yates Change Records Officer
	More Detail

Description: * To demonstrate how the Open Records Portal functions, I would like you to deny this record request.

Divide Request into Parts   Save

Description:

To demonstrate how the Open Records Portal functions, I would like you to deny this record request.

Divide Request into Parts   Save

| Approve | Deny | Extraordinary Circumstances | Refer | Fees | Contact Requester | Other |

Deny Request Reason

An e-mail, with this denial reason included, is sent to the requester.

* The records don't exist.

You can add additional people to be included in this email that gets sent out for this denial:

CC ▼ [▼]
CC ▼ [▼]
CC ▼ [▼]

If you would like to add a person not listed above then you may include their email here: (emails must be seperated by commas)

dylanmace@utah.gov

The requester has the right to appeal this decision. Appeal must be made within the next 30 days to:

Full Name: * Ken Hansen
Business Address: * P.O. Box 141002
                       Suite Number or etc...
City: * Salt Lake City   ▼ , UT
Zip Code: * 84114
Email: khansen@utah.gov

Request Closed!

[Reopen Request]

Records Requested

[Print Request] [Respond Outside Portal]

Title:	Basic Denial
Date Due:	05/02/2019
Total Fee for Request:	To be determined
Request Status:	Denied
Date Range:	01/01/2019 to 03/01/2019
Description:	To demonstrate how the Open Records Portal functions, I would like you to deny this record request.
Restrictions:	I am the subject of the record
Record Access:	View or inspect records only

[More Detail](#)

Request Portions ❓

Title ▲	Status ⬍	Date Due ⬍
Main Request	Denied	

Response Closed!

Title:	*Main Request
Status:	Denied
Total Fee Quoted:	To be determined
Date Due:	05/02/2019
Response:	The records don't exist.
Appeal Contact Information:	

Full Name:	Ken Hansen
Business Address:	P.O. Box 141002
City:	Salt Lake City ,UT
Zip Code:	84114

If the Request Is Not for Your Agency

[Refer]

*Note: The portal does not transfer records requests to a new agency; the requester must submit a **new** request to the correct agency*

- Select the request portion that does not pertain to your agency
- Click **Refer**
  - To refer the requester to a records officer, select **Refer Records Officer**
  - To refer the requester to an agency, select **Refer Government Agency or Office**
  - If the records do not exist, select **Does Not Exist Referral**
  - To just type in the referral, select **Free Form Referral**
- Click **Refer**

DAS

Title of Request: *Basic Referral

Description of records being requested: *Dear Records Officer, I'm not really sure who has this record, or which agency controls it. For the sake of demonstration, will you please refer it to someone else? Thanks!

Date Range of records being requested: 2003 ⌄ 01 ⌄ 1 ⌄ 🗓 To 2009 ⌄ 03 ⌄ 19 ⌄ 🗓

Requester's Information

Name: Dylan Mace

Address: *346 S. Rio Grande Street

Mailing Address Line 2

City: *Salt Lake City

State: *Utah

Country: Country

Zip Code: *84114

Phone: *8015313853 ☐ Not Applicable

Use as defaults? ☐

Records Requested

Title: Basic Referral
Date Due: 05/02/2019
Total Fee for Request: To be determined
Request Status: In Progress
Date Range: 01/01/2003 to 03/19/2009
Description: Dear Records Officer, I'm not really sure who has this record, or which agency controls it. For the sake of demonstration, will you please refer it to someone else? Thanks!
Restrictions: I provided the information in the record
Record Access: View or inspect records only

More Detail

Request Portions ❓

Title	Status	Date Due
Main Request	Open	05/02/2019

Title: *Main Request
Status: Open
Total Fee Quoted: To be determined
Date Due: 05/02/2019
Assigned Records Officer: *Kendra Yates   Change Records Officer

More Detail

Description: *Dear Records Officer, I'm not really sure who has this record, or which agency controls it. For the sake of demonstration, will you please refer it to someone else? Thanks!

Divide Request into Parts   Save

Date Due: 03/02/2019

Assigned Records Officer: *Kendra Yates   [Change Records Officer]
                                       More Detail

Description: *Dear Records Officer, I'm not really sure who has this record, or which agency controls it. For the sake of
                                       demonstration, will you please refer it to someone else? Thanks!

                    [Divide Request into Parts] [Save]

| Approve | Deny | Extraordinary Circumstances | Refer | Fees | Contact Requester | Other |

Please choose how to refer this subrequest*

🔘 Refer Records Officer (if known)

                                                                          Search: [   ]

Full Name ▲	Agency
Sally Lundgreen	Department of Public Safety. Utah Highway Patrol. Section #02
Sally Stewart	Department of Commerce. Division of Securities
Sam Braegger	Utah Lake Commission
Sam Ray	North Sanpete County School District (Utah)
Sam Urie	Karl G. Maeser Preparatory Academy (Utah)
Sandra Willoughby	Deseret Oasis Special Service District (Utah)

[Select Records Officer] Selected: *[   ]

⚪ Refer Government Agency or Office (if known)

⚪ Does Not Exist Referral

Date Due: 05/02/2019

Assigned Records Officer: *Kendra Yates   Change Records Officer
                                     More Detail

Description: *Dear Records Officer, I'm not really sure who has this record, or which agency controls it. For the sake of demonstration, will you please refer it to someone else? Thanks!

Divide Request into Parts   Save

| Approve | Deny | Extraordinary Circumstances | Refer | Fees | Contact Requester | Other |

Please choose how to refer this subrequest*

○ Refer Records Officer (if known)

◉ Refer Government Agency or Office (if known)

Search:

Agency Name ▲
Department of Human Services (Utah). Division of Services for People with Disabilities. Coordinating Council
Department of Human Services (Utah). Division of Services for People with Disabilities. Developmental Center
Department of Human Services (Utah). Division of Services for People with Disabilities. Salt Lake City Office
Department of Human Services (Utah). Division of Services for People with Disabilities. Utah State Developmental Center Board
Department of Human Services (Utah). Division of Services to People with Disabilities. Disabilities Advisory Council
Department of Human Services (Utah). Division of Services to People with Disabilities. Utah Developmental Disabilities Council

Select Agency   Selected: *

○ Does Not Exist Referral

Total Fee Quoted: To be determined

Date Due: 05/02/2019

Assigned Records Officer: *Kendra Yates   [Change Records Officer]

More Detail

Description: *Dear Records Officer, I'm not really sure who has this record, or which agency controls it. For the sake of demonstration, will you please refer it to someone else? Thanks!

[Divide Request into Parts] [Save]

| Approve | Deny | Extraordinary Circumstances | Refer | Fees | Contact Requester | Other |

Please choose how to refer this subrequest*

○ Refer Records Officer (if known)

○ Refer Government Agency or Office (if known)

◉ **Does Not Exist Referral**

*Please describe why these records do not exist. Max 2000 characters.

Please describe why these rec

○ Free Form Referral

[Refer]

Title: Main Request

Status: Open

Total Fee Quoted: To be determined

Date Due: 05/02/2019

Assigned Records Officer: *Kendra Yates   [Change Records Officer]

[More Detail](#)

Description: *Dear Records Officer, I'm not really sure who has this record, or which agency controls it. For the sake of demonstration, will you please refer it to someone else? Thanks!

[Divide Request into Parts]   [Save]

Approve	Deny	Extraordinary Circumstances	Refer	Fees	Contact Requester	Other

Please choose how to refer this subrequest*

○ Refer Records Officer (if known)

○ Refer Government Agency or Office (if known)

○ Does Not Exist Referral

◉ Free Form Referral

*Contact the Attorney General's Office for these records: https://attorneygeneral.utah.gov/news/grama/

Manage Request

Extraordinary Circumstances

Claim Extraordinary Circumstances

- o Select the relevant request portion
- o Click **Extraordinary Circumstances**
- o Select the type of extraordinary circumstance which exists (you may choose more than one)
- o Select the date by which the records will be approved, denied, or made available to the agency
- o Describe the extraordinary circumstances further
- o Click **Complete**

Extraordinary
Circumstances

Title of Request: * Extraordinary Circumstances

Description of records being requested: * I am requesting records that will take an extra long time to gather, or maybe they need your lawyer to comb through them first. I don't know the situation, but I do know that it is extraordinary...and you are going to need some extra time and effort to complete this onerous task. So, please, claim extraordinary circumstances.

Date Range of records being requested: 1976 ∨ 03 ∨ 1 ∨ 🗓 To 2019 ∨ 03 ∨ 19 ∨ 🗓

Requester's Information

Name: Dylan Mace

Address: * 346 S. Rio Grande Street

Mailing Address Line 2

City: * Salt Lake City

State: * Utah

Country: Country

Zip Code: * 84114

Records Requested

Title:	Extraordinary Circumstances
Date Due:	05/02/2019
Total Fee for Request:	To be determined
Request Status:	In Progress
Date Range:	03/01/1976 to 03/19/2019
Description:	I am requesting records that will take an extra long time to gather, or maybe they need your lawyer to comb through them first. I don't know the situation, but I do know that it is extraordinary...and you are going to need some extra time and effort to complete this onerous task. So, please, claim extraordinary circumstances.
Restrictions:	I am the subject of the record
Record Access:	View or inspect records only
	More Detail

Request Portions ❓

Title ▲	Status ⬍	Date Due ⬍
Main Request	Open	05/02/2019

Title:	*Main Request
Status:	Open
Total Fee Quoted:	To be determined
Date Due:	05/02/2019
Assigned Records Officer:	*Kendra Yates Change Records Officer
	More Detail
Description:	*I am requesting records that will take an extra long time to gather, or maybe they need your lawyer to comb through them first. I don't know the situation, but I do know that it is extraordinary...and you are going to need some extra time and effort to complete this onerous task. So, please, claim extraordinary circumstances.

Divide Request into Parts | Save

Note: Utah Code § 63G-2-204 (3 and 5) states that the governmental entity should notify the requester if extraordinary circumstances exist when it cannot immediately approve or deny the request. The notice must include a description of the extraordinary circumstances and the date when the records will be available.

Requester's Information

Name:	Dylan Mace
Address:	346 S. Rio Grande Street
City:	Salt Lake City
State:	Utah
Zip Code:	84114
Phone:	8015313853

Record Access Considerations*

The agency determines that due to extraordinary circumstances stated in Utah Code § 63G-2-204(5), it cannot respond within specifed time limits.

☐ Another governmental entity is using the record (five extra days or as soon as reasonably possible)

☐ Another governmental entity is using the record as part of an audit, and returning the record before the completion of the audit would impair the conduct of the audit (as soon as reasonably possible)

☐ The request, or substantial series of requests filed within five working days of each other, is for a voluminous quantity of records or a record series containing a substantial number of records (as soon as reasonably possible)

☐ The governmental entity is currently processing a large number of record requests (as soon as reasonably possible)

☐ The request requires the governmental entity to review a large number of records to locate the records requested (as soon as reasonably possible)

☐ The decision to release a record involves legal issues that require legal counsel analysis (five extra days)

☐ Segregating information that the requester is entitled to inspect from information that the requester is not entitled to inspect requires extensive editing (fifteen extra days)

☐ Segregating information that the requester is entitled to inspect from information that the requester is not entitled to inspect requires computer programming (as soon as reasonably possible)

Description of Extraordinary Circumstances

Date when records will be approved, denied, or made available: *

Record Access Considerations*

The agency determines that due to extraordinary circumstances stated in Utah Code § 63G-2-204(5), it cannot respond within specifed time limits.

☐ Another governmental entity is using the record (five extra days or as soon as reasonably possible)

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☐ Segregating information that the requester is entitled to inspect from information that the requester is not entitled to inspect requires computer programming (as soon as reasonably possible)

Description of Extraordinary Circumstances

Date when records will be approved, denied, or made available: *

		May 2019				
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*Please describe the extraordinary circumstance in detail. Max 4000 ch

Record Access Considerations*

The agency determines that due to extraordinary circumstances stated in Utah Code § 63G-2-204(5), it cannot respond within specifed time limits.

☐ Another governmental entity is using the record (five extra days or as soon as reasonably possible)

☐ Another governmental entity is using the record as part of an audit, and returning the record before the completion of the audit would impair the conduct of the audit (as soon as reasonably possible)

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☐ The decision to release a record involves legal issues that require legal counsel analysis (five extra days)

☑ **Segregating information that the requester is entitled to inspect from information that the requester is not entitled to inspect requires extensive editing (fifteen extra days)**

☐ Segregating information that the requester is entitled to inspect from information that the requester is not entitled to inspect requires computer programming (as soon as reasonably possible)

Description of Extraordinary Circumstances

Date when records will be approved, denied, or made available: *05/09/2019

*Body cam footage includes persons that need to be redacted and the person who can redact the information is out of town until May 7. We will get it to you as soon as possible after she gets back.

Please describe the extraordinary circumstance in detail. Max 4000 characters

⇐ **Records Officer Dashboard**
Records Requested

Print Request   Respond Outside Portal

Title: Extraordinary Circumstances
Date Due: 05/23/2019
Total Fee for Request: To be determined
Request Status: In Progress
Date Range: 03/01/1976 to 03/19/2019
Description: I am requesting records that will take an extra long time to gather, or maybe they need your lawyer to comb through
                                    them first. I don't know the situation, but I do know that it is extraordinary...and you are going to need some extra
                                    time and effort to complete this onerous task. So, please, claim extraordinary circumstances.
Restrictions: I am the subject of the record
Record Access: View or inspect records only
                                    More Detail

Request Portions ❓

Title ▲	Status	Date Due
Main Request	Extraordinary Circumstances	05/23/2019

Title: * Main Request
Status: Extraordinary Circumstances
                                    View Extraordinary Circumstances   Extraordinary Circumstance Complete
Total Fee Quoted: To be determined
Date Due: 05/23/2019
Assigned Records Officer: * Kendra Yates   Change Records Officer
                                    More Detail

Description: * I am requesting records that will take an extra long time to gather, or maybe they need your lawyer to comb through
                                    them first. I don't know the situation, but I do know that it is extraordinary...and you are going to need some extra time
                                    and effort to complete this onerous task. So, please, claim extraordinary circumstances.

                                    Divide Request into Parts   Save

GRAMA Requests

Records Requests   Online Records   **Dashboard**

GRAMA Requests	Training	Agency	Agency Records	My Account

⇐ Records Officer Dashboard

Records Requests

Show [50 ▼] entries   Search: [_____]

Advanced Search

Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
⊕ Fee Waiver	Dylan Mace	Archives and Records Service	Kendra Yates	04/18/2019	In Progress	04/25/2019
⊕ Extraordinary Circumstances	Dylan Mace	Archives and Records Service	Kendra Yates	04/18/2019	In Progress	05/23/2019

Approve Part of a Request

Divide Request into Parts

- Select the main record request portion
- Click **Divide Request into Parts**
- Create a title for the new request portion to be approved
- Change the default records officer, if desired
- Revise the text of the description to reflect the part of the request that will be approved (the original request portion is not affected by this)
- Click **Add Request**
- You may then respond to the original request portion for the rest of the request

Fee Waiver

Add an Item Fee

- Select the relevant request portion
- Click **Fees**
- Click **Add Fee**
- Enter a descriptive name for the fee
- Enter a quantity (such as 30 for 30 copies or 30 pages)
- Enter the cost for **one** item—the portal will do the math for you
- Click **Add Fee**
- You may update or cancel the fee by clicking on it

Date Range of records being requested: 2007 ⌄ 04 ⌄ 30 ⌄ 📅 To 2019 ⌄ 04 ⌄ 17 ⌄ 📅

Requester's Information

Name: Dylan Mace

Address: *346 S. Rio Grande Street

                Mailing Address Line 2

City: *Salt Lake City

State: *Utah

Country: Country

Zip Code: *84114

Restricted Records:

Note: If the record has a restricted access, GRAMA provides that certain individuals may still receive access, provided that one of the following applies:

	Title:	Fee Waiver
	Date Due:	04/25/2019
	Total Fee for Request:	To be determined
	Request Status:	In Progress
	Date Range:	04/30/2007 to 04/17/2019
	Description:	I want all of the records, and its for the public good, so I want a fee waiver too.
	Restrictions:	Records contain no restricted information
	Record Access:	Receive a copy and request a fee waiver. Approve/Deny

Releasing the record primarliy benefits the public because I am a journalist. This is for the public.
Please expedite this request because these records will benefit the general public. Approve/Deny
More Detail

Request Portions ❓

Title ▲	Status ⬍	Date Due ⬍
Main Request	Open	04/25/2019
Request Expedited	Open	04/25/2019
Request Fee Waiver	Open	04/25/2019

Title:	*Main Request
Status:	Open
Total Fee Quoted:	To be determined
Date Due:	04/25/2019
Assigned Records Officer:	*Kendra Yates [Change Records Officer]
	More Detail
Description:	*I want all of the records, and its for the public good, so I want a fee waiver too.

[Divide Request into Parts] [Save]

	Title:	Fee Waiver
	Date Due:	04/25/2019
	Total Fee for Request:	To be determined
	Request Status:	In Progress
	Date Range:	04/30/2007 to 04/17/2019
	Description:	I want all of the records, and its for the public good, so I want a fee waiver too.
	Restrictions:	Records contain no restricted information
	Record Access:	Receive a copy and request a fee waiver. Approve/Deny

Releasing the record primarliy benefits the public because I am a journalist. This is for the public.

Please expedite this request because these records will benefit the general public. Approve/Deny

Assigned Records Officer:	Kendra Yates
Assigned Chief Administrative Officer:	Ken Hansen
Requester Name:	Dylan Mace
Requester Email:	dylanjmace@gmail.com
Requester Daytime Phone:	8015313853
Submitted To:	Department of Administrative Services (Utah). Division of Archives and Records Service
Date Submitted:	04/18/2019 15:26 49
Date Received:	04/18/2019 15:28 06

Less Detail

Request Portions ❓

Title ▲	Status ⬍	Date Due ⬍
Main Request	Open	04/25/2019
Request Expedited	Open	04/25/2019
Request Fee Waiver	Open	04/25/2019

Title:	*Main Request
Status:	Open
Total Fee Quoted:	To be determined

Request Status:	In Progress
Date Range:	04/30/2007 to 04/17/2019
Description:	I want all of the records, and its for the public good, so I want a fee waiver too.
Restrictions:	Records contain no restricted information
Record Access:	Receive a copy and request a fee waiver. Approve/Deny
	Releasing the record primarliy benefits the public because I am a journalist. This is for the public.
	Please expedite this request because these records will benefit the general public. Approve/Deny
	More Detail

Request Portions ?

Title ▲	Status ⬍	Date Due ⬍
Main Request	Open	04/25/2019
Request Expedited	Open	04/25/2019
Request Fee Waiver	Open	04/25/2019

Title:	*Request Expedited
Request Type:	Expedited
Status:	Open
Total Fee Quoted:	To be determined
Date Due:	04/25/2019
Assigned Records Officer:	*Kendra Yates Change Records Officer
	More Detail
Description:	*I want all of the records, and its for the public good, so I want a fee waiver too.

Divide Request into Parts   Save

Request Fee Waiver	Open	04/25/2019

Title: * Request Expedited

Request Type: Expedited

Status: Open

Total Fee Quoted: To be determined

Date Due: 04/25/2019

Assigned Records Officer: * Kendra Yates   [Change Records Officer]

More Detail

Description: * I want all of the records, and its for the public good, so I want a fee waiver too.

[Divide Request into Parts] [Save]

Approve	Deny	Extraordinary Circumstances	Refer	Fees	Contact Requester	Other

Deny Request Reason

An e-mail, with this denial reason included, is sent to the requester.

I cannot provide the records any sooner than 10 business days. It will take me that long to gather and review them.

You can add additional people to be included in this email that gets sent out for this denial:

CC ▾ | Kenneth Williams ▾

CC ▾ | Alan Barnett ▾

CC ▾ | [▾]

If you would like to add a person not listed above then you may include their email here: (emails must be seperated by commas)

Additional email addresses to include as BCC - email addresses must be seperated by a comma (max 5000 characters)

Records Requested

Title:	Fee Waiver
Date Due:	05/02/2019
Total Fee for Request:	To be determined
Request Status:	In Progress
Date Range:	04/30/2007 to 04/17/2019
Description:	I want all of the records, and its for the public good, so I want a fee waiver too.
Restrictions:	Records contain no restricted information
Record Access:	Receive a copy and request a fee waiver. Approve/Deny

Releasing the record primarily benefits the public because I am a journalist. This is for the public.

Please expedite this request because these records will benefit the general public. Denied

More Detail

Request Portions ❓

Title ▲	Status ↕	Date Due ↕
Main Request	Open	05/02/2019
Request Expedited	Denied	
Request Fee Waiver	Open	05/02/2019

Response Closed!

Reopen Response

Title:	*Request Expedited
Request Type:	Expedited
Status:	Denied
Total Fee Quoted:	To be determined
Date Due:	05/02/2019
Response:	I cannot provide the records any sooner than 10 business days. It will take me that long to gather and review them

Please expedite this request because these records will benefit the general public. Denied
More Detail

Request Portions ❓

Title ▲	Status ⬍	Date Due ⬍
Main Request	Open	05/02/2019
Request Expedited	Denied	
Request Fee Waiver	Open	05/02/2019

Title: * Request Fee Waiver

Request Type: Fee Waiver

Status: Open

Total Fee Quoted: To be determined

Date Due: 05/02/2019

Assigned Records Officer: * Kendra Yates   Change Records Officer

More Detail

Description: * I want all of the records, and its for the public good, so I want a fee waiver too.

Divide Request into Parts   Save

Approve	Deny	Extraordinary Circumstances	Refer	Fees	Contact Requester	Other

Result: * We will waive the fee, although we won't be able to provide the records as quickly as you have requested.

Add an Hourly Fee

Other

- o   Select the relevant request portion
- o   Click **Other**
- o   Click **Tasks**
- o   Click **Add Task**
- o   Enter a descriptive title for the task
- o   Choose whether to assign the task to a records officer (default) or office staff
  - o   If assigning a task to a staff member, enter the staff member's name and email address
- o   Enter the billable rate (wage)
- o   Enter the date due, if desired
- o   Add a description, if desired
- o   Click **Add Task**

Update the fee

- o   Click on the task
- o   Enter the number of hours or minutes that were spent on the task
- o   Update any other details as necessary
- o   Click **Save** if the task is not completed, or **Complete Task** if the task is done

Upload a File

- Click **Other**
- Click **References**
- Click **Choose File**

- Select file (30 MB limit)
- Enter a title, if desired
- Click **Upload**

Other

Can my entity opt out?

63A-1-203(11)(b)(iv) the Open Records Portal will "serve as a point of access for Government Records Access and Management requests." Specifically, being "a point of access" relates to 63G-2-204(4) where the law states "After receiving a request for a record, a governmental entity shall…" respond to a request and explains how to respond.

DAS

Do I have to use it?
Yes! But not entirely.

If you receive a request via the portal, you must access it from the portal.

You are not required to use the portal to respond. You can respond outside the portal if you prefer.

How do I know if I have a request?
You'll receive an email notification

When does the time limit start for answering the request?

When the request is opened, the clock starts
OR

If the request is unopened for 10 business days, it is considered a denial

The portal of the future

Utah Division of Archives and Records Service

Do you have more questions?

Please contact me at:
dylanmace@utah.gov
or 801-531-3853

GRAMA Ombudsman, Rosemary Cundiff
801-531-3858
rcundiff@utah.gov

DAS

Thanks!