The Open Records Portal

Renée Wilson, Open Records Portal Administrator
Utah State Archives & Records Service
September 2015
It all starts with GRAMA

Government Records Access and Management Act
This is GRAMA
Enter SB-70...

- Modified Open Utah website to include
  - Online GRAMA requests
  - Links to online records
  - And more
- SB-70 became part of Utah Code 63A-3-403
(11) The department shall, in consultation with the board and as funding allows, modify the information website described in Subsection (10) to:

...  

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

(i) school districts;
(ii) charter schools;
(iii) public transit districts created under Title 17B, Chapter 2a, Part 8, Public Transit District Act;
(iv) counties; and
(v) municipalities;

...

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

... 

(v) municipalities;

UC 63A-3-403(11)(b)(v)
Important Part 2: Online Records

(d)...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;

UC 63A-3-403(11)(d)
So we built it: [openrecords.utah.gov](http://openrecords.utah.gov)

The Open Records Portal is a central site from which a user can submit a records request (GRAMA request) to a governmental entity.

- Find the governmental entity you want to contact and select the Request Records button for that agency.
- Fill out the online form, including a detailed description of the records you want, then click Submit.
- You will receive a response within the time limit allowed by law.
- To review your submission and track the progress of your request, click on My Requests.
How it Works

- User finds agency
- User submits request
- Agency is notified they have a request
- Agency responds to request
Test Agency

grama.utah.gov

Records Officer: Kendra Yates
801-531-3866
346 Rio Grande St
Salt Lake City, UT 84101-1106

Records Series (State Archives)

346 South Rio Grande Street
Salt Lake City, Utah 84101
Utah Code § 63G-2-204 (GRAMA) requires a person making a records request furnish the governmental entity with a written request containing the requestor's name, mailing address, daytime telephone number (if available), and a description of the record requested that identifies the record with reasonable specificity.

Request Made To
Government Agency or Office: Test Agency
Address: 346 South Rio Grande Street
City: Salt Lake City
State: UT
Zip Code: 84101
This is not the right agency

Records Requested
Title: 
Description of records being requested:* Please describe exactly what record you are requesting, including location of evidence described in record, city, county, address, date range, names of persons, and subject of the request. Please do not submit any confidential information such as social security number or account numbers.

Date Range of records being requested: Year: Month: Day: To Year: Month: Day:

Requester's Information
Name: Ranen Wilson
Address: *PO Box 3092
City: Salt Lake City
State: UT
Zip Code: 84115
Phone: (801) 531-3142

Use as defaults?

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:

1. I am the subject of the record
2. I am the authorized representative of the subject of the record
3. I provided the information in the record
4. I have a power of attorney or notarized release from the subject of the record

Considerations about the desired response
I would like to:

1. View or inspect the records only
2. Receive a copy of the records and pay associated fees. Please notify me if the amount will exceed $5
3. Receive a copy of the records and request a fee waiver. According to Utah Code 63G-2-203
4. Releasing the record may also benefit the public.
5. I am the subject, or authorized representative, of the record.
6. My legal rights are directly impacted by the information in the record because [ ] and I am incompetent
7. Receive an expedited response (5 days) because releasing the record benefits the public.

[Submit Request] [Submit and Upload Documents]

GRAMA requests are public information. See State General Schedule 1-44. Records Access Requests and Appeals

Open Directory | Data Utah.gov | Web Center | Contact Us
Request Made To

Government Agency or Office: Test Agency
Address: 346 South Rio Grande Street
City: Salt Lake City
State: UT
Zip Code: 84101

This is not the right agency

Considerations about the desired response*

I would like to:

- View or inspect the records only
- Receive a copy of the records and pay associated fees
- Receive a copy of the records and request a fee waiver. According to Utah Code 63G-2-201

- Releasing the record primarily benefits the public
- I am the subject, or authorized representative, of the record
- My legal rights are directly impacted by the information of the record because ______ and I am impounded
- Receive an expedited response (3 days) because releasing the record benefits the public; I request the information for a story or report for publication or broadcast to the general public
Records Requested

Title of Request:

Description of records being requested:

*Please describe exactly what record you are requesting, including location of event(s) described in record, city, county, address, date range, names of person(s), and subject of the request. Please do not submit any confidential information such as social security number or account numbers.

Date Range of records being requested:

Year ▼ Month ▼ Day ▼ To Year ▼ Month ▼ Day ▼
Requester's Information

Name: Renee Wilson
Address: PO Box 3362
Mailing Address Line 2
City: Salt Lake City
State: Utah
Country: 
Zip Code: 84110
Phone: 801-531-3842

Considerations about the desired response*

I would like to:
- View or inspect the records only
- Receive a copy of the records and pay associated fees
- Receive a copy of the records and request a fee waiver. According to Utah Code 65-2-203
  - Releasing the record primarily benefits the public
  - I am the subject, or authorized representative of the record
  - My legal rights are directly impacted by the information of the record because [ ] and I am impolitic
  - Request an expedited response (5 days) because releasing the record benefits the public. I request the information for a story or report for publication or broadcast to the general public

Submit Request [Submit and Upload Documents]

GRAMA requests are public information. See State General Schedule 1-64. Records Access Requests and Appeals
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:

- I am the subject of the record
- I am the authorized representative of the subject of the record
- I provided the information in the record
- I have a power of attorney or notarized release from the subject of the record

Considerations about the desired response:

I would like to:

- View or inspect the records only
- Receive a copy of the records and pay associated fees
  Please notify me if the amount will exceed $5.
- Receive a copy of the records and request a fee waiver. According to Utah Code 65G-2-203
  - Releasing the record primarily benefits the public.
  - I am the subject, or authorized representative, of the record.
  - My legal rights are directly impacted by the information in the record because [ ] and I am [ ]
  - Receive an expedited response (5 days) because releasing the record benefits the public; I request the information for a story or report for publication or broadcast to the general public.
Considerations about the desired response

I would like to:

- View or inspect the records only

- Receive a copy of the records and pay associated fees
  Please notify me if the amount will exceed $5

- Receive a copy of the records and request a fee waiver. According to Utah Code § 63G-2-203
  - Releasing the record primarily benefits the public
  - I am the subject, or authorized representative, of the record
  - My legal rights are directly implicated by the information of the record because
    [Reason], and I am impecunious

- Receive an expedited response (5 days) because releasing the record benefits the public; I request the information for a story or report for publication or broadcast to the general public
Utah Code § 63G-2-204 (GRAMA) requires a person making a records request furnish the governmental entity with a written request containing the requestor's name, mailing address, daytime telephone number (if available), and a description of the record requested that identifies the record with reasonable specificity.

Request Made To
Government Agency or Office: Test Agency
Address: 346 South Rio Grande Street
City: Salt Lake City
State: UT
Zip Code: 84101

Records Requested
Title of Request: 
Description of records being requested: *Please describe exactly what record you are requesting, including location of events, dates described in record, city, county, address, date range, names of persons, and subject of the request. Please do not submit any confidential information such as social security number or account numbers.

Date Range of records being requested: Year * Month * Day

Requester's Information
Name: Ranee Wilson
Address: PO Box 1392

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

- I am the subject of the record
- I am the authorized representative of the subject of the record
- I provided the information in the record
- I have a power of attorney or notarized release from the subject of the record

Considerations about the desired response*
I would like to:
- View or inspect the records only
- Receive a copy of the records and pay associated fees. Please notify me if the amount will exceed $5
- Receive a copy of the records and request a fee waiver. According to Utah Code 63G-2-201
  - Releasing the record primarily benefits the public
  - I am the subject, subject's representative, or subject's legal representative and I am impecunious
  - Receive an expedited response (5 days) because releasing the record benefits the public. I request the information for a story or report for publication or broadcast to the general public

GRAMA requests are public information. See State General Schedule 1-64: Records Access Requests and Appeals

[Submit Request] [Submit and Upload Documents]
<table>
<thead>
<tr>
<th>Title</th>
<th>Requester</th>
<th>Agency</th>
<th>Records Officer</th>
<th>Date Submitted</th>
<th>Status</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISCO Products in the last year</td>
<td>Andrew Logg</td>
<td>Technology Services Dept.</td>
<td>Stephanie Weiss</td>
<td>09/14/2015</td>
<td>Requested</td>
<td>Not Yet Received</td>
</tr>
<tr>
<td>Consumer complaint records</td>
<td>Jason Slapy</td>
<td>Consumer Protection</td>
<td>David Pierson</td>
<td>09/11/2015</td>
<td>Requested</td>
<td>Not Yet Received</td>
</tr>
<tr>
<td>GRAMA Request - UALD</td>
<td>Judy Johnson</td>
<td>Labor/Anti-Discrimination</td>
<td>Sara Danielson</td>
<td>09/10/2015</td>
<td>In Progress</td>
<td>09/25/2015</td>
</tr>
<tr>
<td>Stevens-Henager/Independence University Complaints</td>
<td>Brandon Meeks</td>
<td>Consumer Protection</td>
<td>David Pierson</td>
<td>09/09/2015</td>
<td>Requested</td>
<td>Not Yet Received</td>
</tr>
<tr>
<td>Marriage License</td>
<td>Venus Smith</td>
<td>Marriage &amp; Family Therapist LB</td>
<td>Carol Inglesby</td>
<td>09/02/2015</td>
<td>In Progress</td>
<td>09/22/2015</td>
</tr>
<tr>
<td>All records pertaining to Center 30</td>
<td>Johnny Greene</td>
<td>Adult Probation and Parole</td>
<td>Gina Proctor</td>
<td>08/30/2015</td>
<td>In Progress</td>
<td>09/16/2015</td>
</tr>
<tr>
<td>All records pertaining to Center 30</td>
<td></td>
<td>Public Safety Department</td>
<td>Dwayne Baird</td>
<td>08/30/2015</td>
<td>In Progress</td>
<td>09/18/2015</td>
</tr>
<tr>
<td>All records pertaining to Workforce Services</td>
<td></td>
<td>Workforce Services</td>
<td>Amanda McPeck</td>
<td>08/30/2015</td>
<td>In Progress</td>
<td>09/15/2015</td>
</tr>
</tbody>
</table>
Request marked as received

Manage Request

← Chief Administrative Officer Dashboard
Records Requested

Title: Open Records Portal Administrator's emails
Date Due: 09/21/2015
Total Fee for Request: To be determined
Request Status: In Progress
Description: I want to see all of the open records portal's administrator's emails about user testing and how and when it was done and with whom.
Restrictions: Records contain no restricted information
Record Access: Receive a copy and request a fee waiver. Approve/Deny

Request Portions

<table>
<thead>
<tr>
<th>Title</th>
<th>Status</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Request</td>
<td>Open</td>
<td>09/21/2015</td>
</tr>
<tr>
<td>Request Expedited</td>
<td>Open</td>
<td>09/21/2015</td>
</tr>
</tbody>
</table>

Title: *Main Request*
Status: Open
Total Fee Quoted: To be determined
Date Due: 09/21/2015
Assigned Records Officer: Kendra Yates

Description:

*I want to see all of the open records portal's administrator's emails about user testing and how and when it was done and with whom.*

Approve
Deny
Extraordinary Circumstances
Refer
Fees
Contact Requester
Other
Divide Request into Parts
Save

Open Utah.gov  |  Data Utah.gov  |  Help Center  |  Contact Us
Frequently Asked Questions

- Do I have to use it?
  - Yes! But not really. (But we hope you will!)
  - 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.
Frequently Asked Questions

- When does the time limit for answering the request start?
  - When the request is opened, the clock starts.
  - OR
  - If the request is unopened for 10 business days, it is considered a denial.
Frequently Asked Questions

- How do I know if I have a request?
  - You’ll receive an email notification when a request is submitted.
Frequently Asked Questions

- Do I need to create an account?
  - You will need to set up an account with your work email (the email that the Archives has on file)
  - The portal will guide you through the process step by step
Up and Coming

- In consideration or planning:
  - Customizable fields to capture information specific to your agency
  - Customizable fee schedules
  - Ability to collect fees
  - Additional reporting tools
  - Ability to manually enter requests received outside of the portal
What This Means for You

- We will be contacting you to find out who in your agency responds to GRAMA requests
- Please verify the data we have on file is accurate for both agency and personnel
- Please email us online city code/ordinance URLs, popular records URLs, etc.
Please let us know if:

- You have special records request needs
  - Additional required forms
  - Already using an online request system
- You have questions or concerns
- You would like to try the portal in November / December to give us feedback and help us work out any kinks
- You have requests or suggestions for new features
- You like it
Please let us know if:

- You have large-scale or specific legislative concerns

- Contact the Transparency Board
  - John Reidhead, chair
    - jreidhead@utah.gov
    - 801-538-3095
  - Patricia Smith-Mansfield, vice chair
    - pmansfie@utah.gov
    - 801-531-3850
Contact Us

- Website: [openrecords.utah.gov](http://openrecords.utah.gov)
- **Renée Wilson**, Open Records Portal Administrator
  - Contact for questions about the portal, portal use, functionality, etc.
  - reneewilson@utah.gov
  - 801-531-3842

- **Nova Dubovik**, GRAMA Coordinator
  - Contact to report agency updates, GRAMA designee, etc.
  - ndubovik@utah.gov
  - 801-531-3834

- **Rosemary Cundiff**, Government Records Ombudsman
  - Contact with questions about GRAMA law, mediation, etc.
  - rcundiff@utah.gov
  - 801-531-3858