

**Policy Title:** Responding to GRAMA Requests

**Policy Reference:** PL.151

**Attaches To: (see page 1 and 2, Object(s): Job Descriptions, Etc, Applied To)**

**Description:**

In accordance with GRAMA (Government Records Access Management Act), Vanguard Academy will provide information upon receipt of a completed Request for Information Form. Responses will be governed by the following timelines:

Respond to a GRAMA request As soon as reasonably possible but no more than 10 business days 63G-2-204(3)

Affirm or deny request for expedited response No more than 5 business days 63G-2-204(3)

Respond to expedited GRAMA request No more than 5 business days 63G-2-204(3)

Respond if extraordinary circumstances As soon as reasonably possible and according to additional details outlined in the law; notify when records will be available 63G-2-204(6)

Under Extraordinary Circumstances, the responder must cite one of the following reasons:

- The record is being utilized for an audit.
- The record has been loaned to another government entity.
- The request involves a voluminous number of records.
- They are backlogged with a large number of record requests.
- They must review a large number of requests in order to respond to your request.
- They must first run your request by their legal counsel as there are potential legal issues involved.
- It would require extensive editing to separate or segregate public data from protected data.
- Such segregation requires computer programming.

**Appeals**

Appease must be written and submitted to an agency head within 30 days of request denials. The agency head must respond to appeals within 30 days of receipt of it. The agency head will review the appeal for legitimacy of denial and either uphold the denial or grant access to the requested information.

**Viewing Records**

- To accommodate everyone wishing to view files, an appointment is necessary.
- Records may be viewed Monday through Friday from 8:30 a.m. to 3:30 p.m. (except on holidays).
- Any request submitted after 4:00 p.m. will be processed the following business day.
- Records may not leave the site. All file review and copying must be done at Vanguard Academy.
- Appointments to view records should be scheduled in advance. This enables our staff to locate the files and ensure that we are able to accommodate everyone wishing to view records during a given time.
- A GRAMA Request for Public Information form should be completed before any files can be researched.

- Completed forms can be e-mailed, faxed, mailed, or delivered to the office. The form must be completed even if it is anticipated that no fee will be charged.

#### Copying Costs

- Regular copy charges apply to the standard paper sizes used by our copies (generally 8.5 x 11).
  - o Copies made by the customer on a DEQ machine are \$0.15 per single-sided copy (subject to machine availability).
  - o Copies made by a DEQ employee are \$0.25 per single-sided copy.
  - o Copying more than 25 pages may take up to five working days.
- Payment must be received prior to the delivery of copies.
- Scanning, e-mail, and CDs: 25 cents per single-sided page scanned and e-mailed or copied onto a CD. \$10.00 per CD. This must be paid before receiving the CD.

#### Payment

- Payment is due at the time of service.
- After the first quarter hour of staff time, may charge an hourly charge, not exceeding \$15.00 an hour in increments of 15 minutes.
- Vanguard Academy cannot bill customers for copies made.
- For out-of-state customers, payment must be made before copies can be mailed.
- Out-of-state customers may be required to pay for prior orders before a new copy request will be processed.
- If the copy fees are expected to exceed \$50.00, the requester may be required to pay a deposit on estimated fees before processing will begin.
- Customers may either pay by check or cash. Credit cards cannot be accepted.
- If paying by cash, the exact amount will be required. Vanguard Academy does not have the resources to make change.

### Purpose:

### Scope:

**Policy Type:** Company Position Other \_\_\_\_\_

### Job Description(s) Applied To:

Reference	Job Description (JD) Title(s)
JD: 214	Records Management Officer

### Template Object(s) Applied To:

Reference	Template (TP) Title(s)
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**Revision History:**

Revision #	Date of change	Description of change	Authorized by
1.1	N/A	Launched Object	N/A