

GRAMA Fees

Pursuant to GRAMA Utah State University (USU) may charge a reasonable fee to cover it's actual cost of providing a record" (Utah Code §63G-2-203(1)). See Utah Code §63G-2-203(3) for fee approval process.

Actual costs that qualify for a fee (Utah Code §63G-2-203(2))

USU Police Reports	\$10.00 up to <u>5</u> pages, .50 per page thereafter	
USU Accident Reports	\$10.00	
Certified Transcript	\$5.00	
Staff time (actual cost required to search, compile, and otherwise prepare records, not to exceed the salary of the lowest paid employee with required skill and training of doing the work, minus first 15 minutes.)	_____ staff salary/hour x _____ = Salary and times may vary	
Copy Fees	<u>.20</u> per page for electronic; <u>.50</u> per page for hard copy	
Supplies (such items as CDs, DVDs, etc.)	\$10.00 per item	
Mailing and shipping costs	costs may vary	
Third party services (actual cost)	costs may vary	

Total Cost:

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USU will not charge for reviewing a record to determine if it is subject to disclosure or inspecting a record. (Utah Code §63G-2-203(5))

USU may require payment of past fees and estimated fees before beginning to process a request if fees are expected to exceed \$50 or the requester has not paid fees from previous requests. Any prepaid amount in excess of fees due shall be returned to the requester. (Utah Code §63G-2-203(8))

USU will endeavor to notify the requester before fulfilling the request if the fee is more than a nominal amount. If the amount is more than the requester anticipated, USU may suggest the requester narrow the request.