

Unified Fire Authority
Fee Schedule for GRAMA Requests
August 2014

A governmental entity may charge a reasonable fee to cover the actual cost of providing the record; this may include the cost of the product, providing the service, and the delivery.

1. Fees for Product:

- a. Paper copies \$0.25 B/W, \$0.50 color per page up to 11 x 14.
- b. Paper copies \$0.50 B/W, \$1.00 color per page for 11 x 17.
- c. Larger paper formats will be charged preproduction cost.
- d. Maps in larger formats will be charged a minimum of \$6.75 B/W, and \$13.50 for color per page.
- e. CD \$5.00
- f. DVD \$10.00
- g. Audio, video, or other media will be charged the reproduction cost.
- h. Photographs, which may include negatives, prints, slides, or digital images, will be charged the reproduction cost.

2. Fees for Service:

- a. The charge for search, compilation, and redaction as necessary for completing the request is the salary of the lowest paid employee who, in the discretion of UFA, has the necessary skill and training to perform the required work. The first fifteen minutes of service is free of charge.
- b. Fee for certifying a document \$2.00 per document.

3. Flat Fee:

- a. Medical Reports (Non-GRAMA) \$10:00 **(No charge to the patient.)**
- b. Fire Report NFIR \$5.00 **(No charge to the property owner.)**
- c. Investigative Reports with the Fire Report NFIR \$15.00.

4. Fee for Delivery:

- a. Fees for the US Postal Service or an authorized delivery service at the current rate
- b. Records delivered to the requester by fax may be charged \$1.00 a page plus long distance charges
- c. All requests will be made available by pick-up at the Emergency Operation Center at 3380 South 900 West, unless otherwise specified by the requester. If the records are not claimed within three business days they may be mailed to the address listed by the requestor.

5. Other Services:

When UFA compiles a record in a form other than that normally maintained by UFA, the actual costs may include:

- a. The cost of staff time for compiling, formatting, manipulating, packaging, summarizing, or tailoring the record into either an organization or media to meet the person's request.
- b. The cost of staff time for search, retrieval, and other direct administrative costs for complying with the request.
- c. In the case of fees for a record that is the result of a computer output other than word processing, the actual incremental cost of providing the electronic services and products together with a reasonable portion of the costs associated with formatting or interfacing the information for particular users and the administrative costs.

6. Prepayment:

Payment of all estimated costs may be required prior to processing the request. **Please contact the UFA Records Coordinator at 385-468-9074, before paying for records online.**

UFA may fulfill a records request without charge if releasing the record benefits the public rather than the person, the requester is the subject of the record, or the requester's legal rights are directly implicated by the information, and the requestor is impecunious.

The Government Records Access Management Act (GRAMA), Title 63G Chapter 2 of the Utah Code, is the records law for the State of Utah. GRAMA defines what a record is and establishes the criteria for accessing government records. UFA complies with GRAMA, and with respect to medical records, to the Health Insurance Portability and Accountability Act (HIPAA), as a covered entity.

A person requesting access to UFA records must complete a UFA GRAMA Request Form or a HIPAA compliant Patient Request to Access form. UFA has ten business days to respond to a GRAMA request and thirty days to respond to a request for medical records. All requests for records should be directed to the UFA Records Coordinator.