

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](#)

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;

Important Part 1: GRAMA Requests

(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

Open Records Portal

Reports My Profile Dashboard FAQ About Logout

OpenRecords

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

Request Records

- Browse All Agencies
- State Agencies
- Counties
- Cities
- Special Districts
- School Districts/Schools

How It Works

- 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 description¹ of the records you want, then click Submit
- You will receive a response within the time limit allowed by law.²
- 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



OpenRecords

Active Filters

Agency Type: "State Government"
[\[remove\]](#)

Entity Level

[Top Level](#) (24)

Location (County)

[Salt Lake](#) (238)

[Utah](#) (9)

[Weber](#) (8)

[Davis](#) (5)

[Box Elder](#) (3)

[More...](#)

Location (City)

[Salt Lake City](#) (217)

[Draper](#) (11)

[Ogden](#) (7)

[Provo](#) (5)

[Taylorsville](#) (4)

[More...](#)

Date Created

[1850s](#) (1)

[1880s](#) (1)

[1890s](#) (10)

[1900s](#) (5)

[1910s](#) (3)

[More...](#)

| [Entity](#) | Agency Type: "State Government"
Names of Governmental Entities

[Alphabetic Browse](#)

Find:

Results Per Page: [Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ... [22](#) [Next](#) Go To Page:

535 results

Sort: [by Relevance](#) ▾

- [+] [Alcoholic Beverage Control Commission](#) ↓
- [+] [Board of Education](#) ↓
- [Board of Pardons and Parole](#) ↓
- [Capitol Preservation Board](#) ↓
- [-] [Department of Administrative Services](#) ↓
 - [Division of Administrative Rules](#) ↓
 - [-] [Division of Archives and Records Service](#) ↓
 - [State Records Committee](#) ↓
 - [Test Agency](#) ↑

[Department of Administrative Services](#) > [Division of Archives and Records Service](#) > [Test Agency](#)

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 State Historical Records Advisory Board](#) ↓
- [+] [Division of Facilities Construction and Management](#) ↓
- [+] [Division of Finance](#) ↓
- [+] [Division of Fleet Operations](#) ↓
- [+] [Division of Purchasing and General Services](#) ↓
- [Rate Committee](#) ↓
- [Division of Risk Management](#) ↓
- [Board of Trustees of the Utah Navajo Trust Fund](#) ↓
- [+] [Department of Agriculture and Food](#) ↓
- [+] [Department of Corrections](#) ↓
- [+] [Department of Financial Institutions](#) ↓

State Records Committee ↓

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[Salt Lake City, Utah 84101](#)

Utah State Historical Records Advisory Board |

[Request Records](#)

Request Form

[My Profile](#)
[My Requests](#)
[FAQ](#)
[About](#)
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Search Agencies



Utah Code § 63G-2-204 (GRAMA) requires a person making a records request furnish the governmental entity with a written request containing the requester'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 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:
 Mailing Address Line 2
 City:
 State:
 Country:
 Zip Code:
 Phone: Not Applicable
 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:

- 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-2-203
 - 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 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

[Submit Request](#)
[Submit and Upload Documents](#)
GRAMA requests are public information. See State General Schedule 1-64: [Records Access Requests and Appeals](#)

Home Requests Form Welcome, Renee Wilson

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Request Form

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[This is not the right agency](#)

Records Requested

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Description of records being requested:

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](#)

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 ?

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 City: Salt Lake City
 State: UT
 Zip Code: 84101

[This is not the right agency](#)

Records Requested

Title of Request:

Description of records being requested:

Date Range of records being requested: To

Requester's Information

Name: Renee Wilson
 Address: *PO Box 3362

Records Requested

Title of Request:

Description of records being requested:

Date Range of records being requested: To

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

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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

Requester's Information

Name: Renee Wilson

Address: * PO Box 3362
 Mailing Address Line 2

City: * Salt Lake City

State: * Utah

Country: Country

Zip Code: * 84110

Phone: * 801-531-3842 Not Applicable

Use as defaults?

Considerations about the desired response*

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Government Agency or Office: Test Agency
 Address: 346 South Rio Grande Street
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Restricted Records:

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State: *Utah

Country:

Zip Code: *84110

Phone: *801-531-3842 Not Applicable

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 Address: 346 South Rio Grande Street
 City: Salt Lake City
 State: UT
 Zip Code: 84101

[This is not the right agency](#)

Records Requested

Title of Request:

Description of records being requested:

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

Requester's Information

Name: Renee Wilson
 Address:

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Records Officer Dashboard

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Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
+ CISCO Products in the last year	Andrew Long	Technology Services Dept.	Stephanie Weiss	09/14/2015	Requested	Not Yet Received
+ Consumer complaint records	James Deering	Consumer Protection	David Pierson	09/11/2015	Requested	Not Yet Received
+ GRAMA Request - UALD	Lee Johnson	Labor/Anti-Discrimination	Sara Danielson	09/10/2015	In Progress	09/25/2015
+ Stevens-Henager/Independence University Complaints	Brandon Mark	Consumer Protection	David Pierson	09/09/2015	Requested	Not Yet Received
+ Marriage License	Teresa Hedden	Marriage & Family Therapist LB	Carol Inglesby	09/02/2015	In Progress	09/22/2015
+ All records pertaining to Johnny Carlin	Johnny Carlin	Adult Probation and Parole	Gina Proctor	08/30/2015	In Progress	09/16/2015
+ All records pertaining to Johnny Carlin	Johnny Carlin	Public Safety Department	Dwayne Baird	08/30/2015	In Progress	09/18/2015
+ All records pertaining to Johnny Carlin	Johnny Carlin	Workforce Services	Amanda McPeck	08/30/2015	In Progress	09/15/2015

[Previous](#)

1

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[Next](#)

Request marked as received

Manage Request

[Reports](#) [My Profile](#) [Dashboard](#) [FAQ](#) [About](#) [Logout](#)

← 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](#)
 Releasing the record primarily benefits the public
 Please expedite this request because these records will benefit the general public. [Approve/Deny](#)
[More Detail](#)

[Print Request](#) [Close Request](#) [Respond to Request Outside Portal](#)

Request Portions [?]

Title	Status	Date Due
Main Request	Open	09/21/2015
Request Expedited	Open	09/21/2015
Request Fee Waiver	Open	09/21/2015

Title: *Main Request
Status: Open
Total Fee Quoted: To be determined
Date Due: 09/21/2015
Assigned Records Officer: *Kendra Yates [Change Records Officer](#)
[More Detail](#)

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.

[Divide Request into Parts](#) [Save](#)

[Approve](#) [Deny](#) [Extraordinary Circumstances](#) [Refer](#) [Fees](#) [Contact Requester](#) [Other](#)

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
- [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