



# STATE OF UTAH

## UTAH OFFICE OF STATE TREASURER

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### **FEES FOR PROVIDING RECORDS UNDER GRAMA**

*As authorized by GRAMA, [UCA § 63-2-203](#), a governmental entity may charge a reasonable fee to cover the governmental entity's actual cost of duplicating a record.*

#### **Fee for photocopies:**

- \$.25 per page for standard size, non-color white copies, which includes staff time to copy
- \$.40 per page for standard size, color copies, which includes staff time to copy
- \$1.00 per page for 11x17 copies, which includes staff time to copy
- Actual costs for other odd sized copies

#### **Fee for faxing documents:**

- \$1.00 per page plus telephone charges for long distance over 10 pages, which includes staff time to fax

#### **Staff time required to search, compile, and otherwise prepare to provide a record:**

- Actual cost, not to exceed salary of lowest paid employee who, in the discretion of the record's custodian, has the necessary skill and training to perform the request. Staff time for photocopying, faxing and making CDs and DVDs is included in the fee for those items. No charge will be made for the first quarter hour of staff time.

#### **Mailing and shipping costs:**

- \$2.00 for staff mail preparation time, plus actual mailing costs if greater than \$2.00

#### **Other supplies (CD's, DVDs) and associated staff services:**

- \$5.00 for CD, which includes staff time to make CD
- \$10.00 for DVD, which includes staff time to make DVD
- Other media/supplies: actual cost

#### **Other Services (e.g., fees for third party services)**

- Actual cost