

Snow College
Controller's Office
 Government Records Access and Management Act (GRAMA)
 Fee Schedule

Per the Government Records Access and Management Act (GRAMA), sections 63G-2-101 through 901 of the Utah code, the College is authorized to charge a reasonable fee to cover the actual costs associated with complying with a records request including material costs and staff time.

If the College estimates that the cost of providing records in response to a request will exceed \$50.00 or if the requestor has not paid for previous requests, the college may require prepayment*. The College may also waive fees for providing records under the circumstances described in section 63G-2-203(3) of the Utah Code. Fee waivers must be authorized by the responsible Vice President.

Record Type	Cost
Photocopies of records in form normally maintained	\$0.25/page
Records provided in Electronic Format (PDF)	\$0.25/page + storage media cost if required
Photocopies of records requiring compilation, redaction, formatting, etc.	Actual cost
Electronic database output	Actual cost
Other	Actual cost

Activity Description	Projected Cost	Actual Cost
First 15 minutes of staff time	Free	Free
Compilation & Redaction	Hourly wage _____	
Hourly wage x Hours	x Hours _____	
	Total _____	
Search & Retrieval	Hourly wage _____	
Hourly wage x Hours	x Hours _____	
	Total _____	
Electronic / Computer Output		
Actual incremental costs of electronic services and products	Total _____	
Media Costs		
Actual costs of requested media (video, flash drive, cd, photograph, microfilm, etc.)	Total _____	
Total cost of fulfilling request		

If prepayment amount of projected costs exceeds the actual cost, the College will refund the difference within 30 days of the completion of the request.