

GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT

POLICIES AND PROCEDURES
RECORDS ACCESS AND MANAGEMENT
SECTION X

X. FEES

A. Policy Regarding Fees: Applicable fees for the processing of record requests under this Policy shall generally be set at actual cost or as otherwise established by procedures adopted under this Policy.

B. Applicable Fees: The District will charge the following fees for requests relating to GRAMA:

- 1. Reviewing a record to determine whether it is subject to disclosure No Charge
2. Inspection of a record by requesting person No Charge
3. Copy Fees (Standard sizes up to 11 x 17 inches)25 cents per page after the first ten pages (for District prepared copies), or such other charge as the District may establish from time-to-time by Board resolution or motion
4. Copy Fees (non-standard sizes larger than 11 x 17 inches) The greater of 25-cents\$ per page or actual cost (for District prepared copies), or such other charge as the District may establish from time-to-time by Board Resolution orf motion
5. Maps\$ if colored, \$ if black and white
6. Computer Disk or other Electronic Media \$ or Aactual cost, if greater (including overhead and-time of District staff)
6.7. Copy of the General Plan\$
7.8. Other Forms.....Actual Cost (including overhead and-time of District staff)
8.9. Miscellaneous Fees.....Actual cost (including Overhead and-time of District staff)

C. Formatting Fee: If, in response to a record request, the District compiles a record in a form other than that normally maintained by the District, the cost of staff time for

search, retrieval and other direct administrative costs incurred in complying with the request may not exceed the salary of the lowest paid employee who, in the discretion of the Records Officer or ~~the General Manager~~ a designee of the Records Officer, has the necessary skill and training to perform the request provided, however, that no charge may be made for the first quarter hour of staff time involved in search, retrieval and other direct administrative costs incurred in compiling the record in a non-standard form.

D. Fee Waivers: The District may fulfill a record request without charge when either the Records Officer or the General Manager, or a designee of either, determines that releasing the record primarily benefits the public rather than a person; the individual requesting the record is the subject of the record, is the parent or legal guardian of an unemancipated minor who is the subject of the record, is the legal guardian of a legally incapacitated individual who is the subject of the record, has a power of attorney from the subject of the record, submits a notarized release from the subject of the record or the subject's legal representative dated no more than ninety (90) days before the date the records request is made, is the health care provider if the record is a medical record, or is a person to whom the record must be provided pursuant to court order or legislative subpoena; or the requester's legal rights are directly implicated by the information in the record and the requester is impecunious.

1. Appeal of Denial: A person who believes there has been an unreasonable denial of a fee waiver or reduction request may appeal the denial under Section ~~XI-11~~ of this Policy in the same manner as a person appeals when inspection of a record claimed to be public is denied.

E. Payment of Past and Future Fees: The District may require payment of past fees and future estimated fees before processing a record request if fees are expected to exceed \$50.00 or if the requester has not paid fees from one or more previous record requests. Any prepaid amount in excess of fees due will be returned to the requester.