



OFFICE OF THE
UTAH STATE AUDITOR

FEES FOR PROVIDING RECORDS UNDER GRAMA

As authorized by GRAMA, [UCA § 63G-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 11 X 17 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 (i.e. wages only) 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.

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