Utah’s Open Records Portal: Online Records Requests and More

- If you do not already have an account with the State of Utah to connect to online services, you will create one here.
- Fill out the online form, including a detailed description of the records you want, then click Submit.
- You will receive a response within the time limit allowed by law.
Utah’s Open Records Portal

Presentation outline:

1. The Law and Funding
2. Implementation
3. Reception and Use
4. Future Development
1. The Law and Funding
Utah’s Records Laws

- Government Records Access and Management Act (GRAMA), [UT Code 63G-2](#)
- Public Records Management Act (PRMA), [UT Code 63A-12](#)
- Utah Public Finance Website, “Open Utah”, [UT Code 63A-3-4](#)
  - [Transparent.utah.gov](#)
  - [Data.utah.gov](#)
  - [Open Records](#)
GRAMA: UT Code 63G-2

- Government Records Access and Management Act
- Passed in 1991
- Details requesting records of government entities
- To request a record:
  - name
  - address
  - phone (if available)
  - "a description of the record requested that identifies the record with reasonable specificity" 63G-2-204(1)(b)
Chapter 12
Public Records Management Act

161.10 (1) Title
This chapter is known as the "Public Records Management Act." Amended by Chapter 190, 2006 General Session.

161.10 (2) Definitions
(a) "Division" means the Division of Records Management and Services.
(b) "Department" means the Department of Administration.
(c) "Record" means any document, regardless of medium or format in which it is created, including but not limited to electronic records.
(d) "Real estate of the state" means all real estate owned or leased by the state.
(e) "Public records" means any document, regardless of medium or format in which it is created, created, received or maintained by the state, its agencies, and its political subdivisions.

161.10 (3) Purpose
The purpose of this chapter is to promote the efficient and effective management and use of public records in order to ensure their accessibility and preservation, and to protect the confidentiality of certain records.
PRMA: **UT Code 63A-12**

- Public Records Management Act
- Split from GRAMA in 2008
- Details the management of government records, and appointment & duties of record officers
- All record officers must be certified
“Open Utah,” **UT Code 63A-3-4**

- **Utah Public Finance Website** [utah.gov/transparency](http://utah.gov/transparency)
  - For all finance stuff – you can look up how much I make!

- **Open Data** [data.utah.gov](http://data.utah.gov)
  - Data sets, APIs, etc.
  - My goal is to show them up
Open Data

State of Utah Open Data Catalog

View and analyze data provided by every State of Utah agency in one easy to view catalog. Create charts and graphs, filter and summarize data, and develop maps with the open data.
Effective 5/13/2014

63A-3-403 Utah Transparency Advisory Board -- Creation -- Membership -- Duties.

(11) The department shall, in consultation with the board and as funding allows, modify the information website described in Subsection (10) to:

(a) by January 1, 2015, serve as a point of access for Government Records Access and Management requests for executive agencies;
(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;
(c) by January 1, 2017, serve as a point of access for Government Records Access and Management requests for:
   (i) local districts under Title 17B, Limited Purpose Local Government Entities - Local Districts;
   (ii) special service districts under Title 17D, Chapter 1, Special Service District Act;
   (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;
   (e) provide multiple download options in different formats, including nonproprietary, open formats where possible;
   (f) provide any other public information that the board, under Subsection (10), identifies as appropriate for publication on the information website; and
   (g) incorporate technical elements the board identifies as useful to a citizen using the information website.

(12)

(a) The department, in consultation with the board, shall establish by rule any restrictions on the inclusion of maps and photographs, as described in Subsection (11)(d), on the website described in Subsection (10) if the inclusion would pose a potential security concern.
(b) The website described in Subsection (10) may not publish any record that is classified as private, protected, or controlled under Title 63G, Chapter 2, Government Records Access and Management Act.

Amended by Chapter 75, 2014 General Session
Amended by Chapter 165, 2014 General Session
Amended by Chapter 367, 2014 General Session
Open Records

- Open Records Portal (ORP)
- Sponsored by Senator Deidre Henderson, former chair of Utah Transparency Board
- Legislation passed in 2014
- Fiscal note: $540,000 ongoing, $75,000 one-time
  - This is how I got my job!
Open Records

Mandate 1:

- Serve as a “point of access” for GRAMA requests for government agencies
  - 2015: “executive agencies” (11)(a)
  - 2016: school districts, charter schools, public transit districts, counties, municipalities (11)(b)
  - 2017: local districts, special service districts (11)(c)
Open Records

Mandate 2:

“Provide link capabilities to other existing repositories of public information, including”:

- maps
- photograph collections
- legislatively required reports
- election data
- statutes
- rules
- regulations
- local ordinances
- ...that exist on other agency and political subdivision websites

Provide multiple download options in different formats, especially non-proprietary, open formats

Anything else like in subsection 10
  - Subsection 10: power to the people
2. Implementation
O.R.P. To-do List #1: Agencies

- 1,073 state entities (26 departments+) as of 3-19-14
- Been using same system for 30 years
- O.R.P. does not apply to
  - legislature
  - courts
  - executive elected officials
  - boards & commissions???
O.R.P. To-do List #1: Agencies

Hierarchy Committee

- Glen – cataloger, also admin for Public Notice Website
- Nova – new hire for the ORP, also executive secretary for State Records Committee
- Renée – ORP admin
- Rosemary – state records ombudsman (and my direct supervisor)
- Ken – Archives assistant director
- Records Analyst Manager
- State and local analysts as needed
O.R.P. To-do List #1: Agencies

Hierarchy Committee

- Met weekly
- Contacted every state department, division, office
- Worked with entities via phone, email and in person to determine agency structure
  - Department of Health was the hairiest
- Read law to determine independent agencies
- Kept track of success factors on a detailed spreadsheet
O.R.P. To-do List #1: Agencies

Hierarchy Committee

- Still made lots of changes once the site went live
- Still getting some confused calls from record officers as to what the Portal is, and why they got an email ("You have a request!")
  - See: National Guard
O.R.P. To-do List #1: Agencies

Hierarchy Committee

- At start: 1,073 state agencies
- As of today: 1,441 state agencies
  - but they’re more organized and more accurate!
  - working with Education to synchronize databases using an API
O.R.P. To-do List #1: Agencies

Hierarchy Committee

- Dissolved August 2015
- Weekly ORP Team meetings continue
- 2016: Local entities
  - 1,475 counties, municipalities, school districts, charter schools, transit districts
- 2017: Special districts
  - 548 special districts
O.R.P. To-do List #1a: Record Officers

- Thousands of contacts in our system
- Each agency should have a Chief Administrative Officer (CAO)
  - CAO appoints record officer (RO)
- Some ROs handle GRAMA requests, but not all GRAMA responders handle records
- Some ROs handle GRAMA requests for multiple entities
O.R.P. To-do List #1a: Record Officers

- Updated along with hierarchy
- Added new field in our database to designate GRAMA responder
- Local agencies will be more of a challenge
  - CAO often doubles as RO
O.R.P. To-do List #2: Design

- To be ready (up and running) January 1, 2015
- Started work July 1, 2014
- Had no workflow
- Had no idea what I was doing
- But hey, I like design!
O.R.P. To-do List #2: Design

Needed:

- Landing page
- Search/browse agency page
- Request form
- Record Officer dashboard to see all requests
- RO work page for individual requests
- Requester dashboard & individual request pages
- And later on; FAQ, About, Help
O.R.P. To-do List #2: Design

Solution:

- Look up other other records request sites
  - I couldn’t really find any
- Look at other state sites
  - Hawaii had a nice Departments & Agencies page
- Look at sites I think are well designed
  - HathiTrust was my guiding star
- Copy physical GRAMA request form as a place to start
- User testing
- Still developing workflows and honing process
submit a GRAMA request

3 easy steps:

SEARCH
Find the agency

DESCRIBE
Fill out the form

SUBMIT
You’re done!

Click to learn more
Open Records

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.
- If you do not already have an account with the State of Utah to connect to online services, you will create one here.
- Fill out the online form, including a detailed description of the records you want, then click Submit.
- You will receive a response within the time limit allowed by law.
O.R.P. To-do List #3: Online Records

- “provide link capabilities to... repositories of public information...”
  - This pretty much describes the internet
O.R.P. To-do List #3: Online Records

Different types of online records:

- Archives series
  - All in our system
  - All listed online
  - Not all have online records (most don’t)

- Series with online records (these are in our custody)

- Records on agency sites
  - May or may not be associated with a series
  - May be in content management system

- Records on third-party sites
  - Mountain West Digital Library
  - Utah Government Digital Library
O.R.P. To-do List #3: Online Records

- Provide links at the agency, series, or record level?
  - Links to information = links to records = series level seems obvious, BUT
  - Who will match up agency pages with series? What if no series exists?
  - Link to individual files on agency sites, or link to the page with the files?

- Accuracy and standards versus ease of use
  - Need metadata for user access and searchability, BUT
  - Need ROs to actually input and update links
    - Already overloaded with work, no immediate incentive to do this
  - Subject terms? Topics? Keywords? Whose job?
O.R.P. To-do List #3: Online Records

Solutions?

- Let ROs update agency links to online records, with minimum metadata required
- Let ROs update agency links to online records, with no metadata required
  - This would eventually become a useless list of links with no context
- Crawl sites for records
  - Do records have to be one format? Can a webpage be a record? We already use Archive-It to capture several sites
- Manually enter URLs (ha ha ha)
O.R.P. To-do List #3: Online Records

Solutions!

- List records in our digital collections (all associated with series)
- List all agency series (whether holdings or not)
- List third-party sites with agency records (MWDL, UGDL)
- List agency websites (just main page)
- Find common records that are easy to match to series
  - Starting with local ordinances found on Municode, Sterling Codifiers, etc.
3. Reception and Use
“Completed” Portal

Users can

- Submit record requests online (yes you have to make an account)
- Communicate with RO
- Upload files
- View log, notes, fees
“Completed” Portal

ROs can
  ▪ Approve, deny, refer requests
    ○ denial automatically includes legislatively required notifications
  ▪ Upload documents
  ▪ Split requests into multiple parts
  ▪ Apply “Extraordinary Circumstances”
    ○ another agency has the record
    ○ voluminous request
    ○ large amount of requests
  ▪ Communicate with user
  ▪ Respond outside of portal
  ▪ Detail fees, tasks, notes
  ▪ Communicate with RO
  ▪ Upload files
  ▪ View log
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.
- If you do not already have an account with the State of Utah to connect to online services, you will create one here.
- Fill out the online form, including a detailed description of the records you want, then click Submit.
- You will receive a response within the time limit allowed by law.
<table>
<thead>
<tr>
<th>Entity</th>
<th>Agency Type: &quot;State Government&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names of Governmental Entities</td>
<td></td>
</tr>
</tbody>
</table>

**Alphabetic Browse**

Find: 

Results Per Page: 

[Prev 1 2 3 4 5 6 7 8 9 10 ... 22 Next]

535 results

- **[+] 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 ↑

**Test Agency**

[grama.utah.gov](http://grama.utah.gov)

Records Officer: Kendra Yates

801-531-3665

346 Rio Grande St
Salt Lake City, UT 84101-1106

[Records Series (State Archives)](http://records.utah.gov)
Test Agency

testAgency.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 Code § 63G-2-204 (GRAMA) requires a person making a records request furnish the governmental entity with a written request containing the requestor'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*

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**Records Requested**

**Title:**

**Description of records being requested:** *Please describe exactly what record you are requesting, including location of events described in record, city, county, address, date range, names of persons, 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:**

---

**Requester’s Information**

**Name:** Ranie Wilson

**Address:** 50 Box 3372

**City:** Salt Lake City

**State:** UT

**Country:**

**Zip Code:** 84113

**Phone:** (801) 531-3642

*Not Applicable*

*Use as defaults?*

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**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
    - [ ]
    - [ ]
    - [ ]
  - I am imprudent

- 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 in the general public

---

GRAMA requests are public information. See State General Schedule 1-64. Records Access Requests and Appeals

<table>
<thead>
<tr>
<th>Request Made To</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Agency or Office:</td>
<td>Test Agency</td>
</tr>
<tr>
<td>Address:</td>
<td>346 South Rio Grande Street</td>
</tr>
<tr>
<td>City:</td>
<td>Salt Lake City</td>
</tr>
<tr>
<td>State:</td>
<td>UT</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>84101</td>
</tr>
</tbody>
</table>

**Title**

**Description of records being requested:**

- Please describe exactly what record you are requesting, including location of events/described in record, city, county, address, date range, names of parties, and subject of the request. (Please do not submit any confidential personal information.)

**Considerations about the desired response**

- 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

- View or inspect the records only
- Receive a copy of the records and pay associated fees
- Please notify me if the amount will exceed [ ]
  - Receive a copy of the records and request a fee waiver. According to Utah Code RSM 2-201
  - Releasing the record primarily benefits the public
  - I am the subject, or authorized representative, of the record
  - My legal rights are directly impacted by the information of the record because [ ]
  - I am [ ]
  - My legal rights are not directly impacted by the information of the record because [ ]
  - I am [ ]

- Receive an expedited response (5 days) because releasing the record benefits the public.

[Submit Request] [Submit and Upload Documents]
Records Requested

Title of Request:

Description of records being requested:

Date Range of records being requested:
Requester's Information

Name: Renee Wilson
Address: PO Box 3362
City: Salt Lake City
State: Utah
Zip Code: 84110
Phone: 801-531-3842

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 62G-2-301:
  - I am the subject or authorized representative of the record
  - My legal rights are directly impacted by the information of the record because [ ] and I am [ ]
  - I need an expedited response (5 days) because releasing the record will benefit the public

GRAMA requests are public information. See State General Schedule 1-64. Records Access Requests and Appeals

[Submit Request] [Submit and Upload Documents]
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
### Records Officer Dashboard

<table>
<thead>
<tr>
<th>Title</th>
<th>Requester</th>
<th>Agency</th>
<th>Records Officer</th>
<th>Date Submitted</th>
<th>Status</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISCO Products in the last year</td>
<td>Andrew Loge</td>
<td>Technology Services Dept.</td>
<td>Stephanie Weiss</td>
<td>09/14/2015</td>
<td>Requested</td>
<td>Not Yet Received</td>
</tr>
<tr>
<td>Consumer complaint records</td>
<td>Jayne Steng</td>
<td>Consumer Protection</td>
<td>David Pierson</td>
<td>09/11/2015</td>
<td>Requested</td>
<td>Not Yet Received</td>
</tr>
<tr>
<td>GRAMA Request - UALD</td>
<td>Lacy Johnson</td>
<td>Labor/Anti-Discrimination</td>
<td>Sara Danielson</td>
<td>09/10/2015</td>
<td>In Progress</td>
<td>09/25/2015</td>
</tr>
<tr>
<td>Stevens-Henager/Independence University Complaints</td>
<td>Brandon Bronn</td>
<td>Consumer Protection</td>
<td>David Pierson</td>
<td>09/09/2015</td>
<td>Requested</td>
<td>Not Yet Received</td>
</tr>
<tr>
<td>Marriage License</td>
<td>Steven Dwayne</td>
<td>Marriage &amp; Family Therapist LB</td>
<td>Carol Inglesby</td>
<td>09/02/2015</td>
<td>In Progress</td>
<td>09/22/2015</td>
</tr>
<tr>
<td>All records pertaining to Apple iBook</td>
<td>Joshua Andrews</td>
<td>Adult Probation and Parole</td>
<td>Gina Proctor</td>
<td>08/30/2015</td>
<td>In Progress</td>
<td>09/16/2015</td>
</tr>
<tr>
<td>All records pertaining to Apple iBook</td>
<td>Joshua Andrews</td>
<td>Public Safety Department</td>
<td>Dwayne Baird</td>
<td>08/30/2015</td>
<td>In Progress</td>
<td>09/18/2015</td>
</tr>
<tr>
<td>All records pertaining to Apple iBook</td>
<td>Joshua Andrews</td>
<td>Workforce Services</td>
<td>Amanda McPeck</td>
<td>08/30/2015</td>
<td>In Progress</td>
<td>09/15/2015</td>
</tr>
</tbody>
</table>
Request marked as received

Manage Request

← 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

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Status</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Request</td>
<td>Open</td>
<td>09/21/2015</td>
</tr>
<tr>
<td>Request Expedited</td>
<td>Open</td>
<td>09/21/2015</td>
</tr>
<tr>
<td>Request Fee Waiver</td>
<td>Open</td>
<td>09/21/2015</td>
</tr>
</tbody>
</table>

Title: *Main Request*
Status: Open
Date Due: 09/21/2015
Assigned Records Officer: Kendra Yates
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
Getting the Word Out

- Mass emails, especially to local agencies
- Blog posts
- Newspaper articles (not instigated by us)
- Online demo
- Trainings around the state
- In-person demonstration and info sessions at Archives
- Small focus groups and user testing
Mikey Likes It!

- Most agencies are supportive and appreciative
- Department of Water Quality (DWQ) wants to adopt Portal exclusively
  - Implementing changes to make this possible for them and others
- Cities with existing online systems (Salt Lake, Ogden) can use our API
- Smaller cities appreciate helpful tool
- BUT some local entities are more cautious
Top Questions from ROs

- **Do I have to use the Portal?**
  - Yes, if you get a request you must access Portal to retrieve the request
  - No, you don’t need to answer the request via the portal

- **When does the time limit start?**
  - 10-day time limit starts when RO opens the request
  - Or if unopened for 10 days, it gets closed out

- **Can people spam me?**
Public Use

- Most requests are from businesses, reporters, people seeking medical information
- First week: requester
- 1st week spam – request sent to every department for information that was already available via the transparency site
  - which is why we need this site, because obviously people don't know where to find stuff!
Exciting Requests

I would like to obtain a list of the names of all of the public employees working under the Department of Administrative Services statewide. It would be preferable if these lists contained the full name, position held, salary, and county these employees work in. The date range isn't important; the most updated list would be preferred.
I am requesting Utah’s Department of Health make available (for review and copying) all files, records, and other documents in its possession that refer, reflect, or relate to:

Any and all expenditures on tobacco prevention and control activities during state fiscal year 2014 (July 1, 2013 – June 30, 2014) made by Utah’s Department of Health, the Division of Community and Family Health Services, and any other departments or agencies involved in tobacco control activities in Utah.

Expenditures on tobacco prevention control activities include, but are not limited to, the following:

 any expenditures on local and statewide initiatives influencing tobacco-free norms (including, but not limited to, smoke-free air policy initiatives, second-hand smoke reduction enforcement, reducing tobacco disparities, programs for youth tobacco prevention, development of partnerships, coalitions, and planning)

 any expenditures at state and local level of health communication and countermarketing media (including, but not limited to, television, radio, billboards, print and digital advertising, Twitter, and Facebook), and their associated costs (including, but not limited to, producing, carrying, and broadcasting fees)

 any expenditures on system-based initiatives, ensuring patients are screened for tobacco use, receive interventions, and are offered counseling services (including, but not limited to, state quitline services and services paid for by Utah’s Medicaid program)

 any expenditures on surveys researching and monitoring tobacco-related attitudes, behaviors, health outcomes, and evaluation of control program interventions

 any expenditures for salary and fringe benefits for those that manage and operate state tobacco control programs and activities (including, but not limited to, planning, recruitment, developing, monitoring of grants/awards, and training)

I am requesting these expenditure data be aggregated based on the five categories of the Center for Disease Control and Prevention’s 2014 Best Practices for Comprehensive State Tobacco Control Programs. These five categories are:

 (1) State and Community Interventions,
 (2) Mass-Reach Health Communication Interventions,
 (3) Cessation Interventions,
 (4) Surveillance and Evaluation, and
 (5) Infrastructure, Administration, and Management.

A detailed explanation of these five categories is attached. If the departments do not maintain their records in the requested format, I am requesting the relevant departments release the expenditure amounts pertaining to all tobacco control activities in which they have been involved, broken down by:

 each activity/program

 names of contractors, institutions, organizations, and/or persons who received the funds by means of contracts, grants, and/or benefits for the 2014 fiscal year

 amount awarded to each contractor or grantee

 title of each contract or grant

 a description of how each of the funds for each grant or contract were used

I’d appreciate it if you sent me the requested information via e-mail.
Pursuant to the Utah Government Records Access and Management Act, §63-2-101 et seq., I formally request access to and a copy of all records in the possession of the Utah State Office of Education that mention any of the following individuals or organizations:

- Accord Institute for Education Research
- Beehive Academy
- Apex
- Magnolia Science Academies
- Utah Association of Charter Schools
- Utah Charter Network
- Vista Charter Schools
- Charter Schools USA
- Carpe Diem
- Rocketship
- Christel House
- Friedman Foundation
- Mind Trust
- Imagine
- K12 Inc
- Connections Academy
- Pearson Inc
- Ignite
- heartland Institute
- Libertas Institute
- Sutherland Institute

The timeframe for this request may be limited to October 1, 2014 - February 17, 2015. Please note that this request includes a search of all emails sent or received on official state email accounts, as well as any other email accounts that have been used for official business. The Utah Government Records Access and Management Act requires that public records responses be made within five business days if the record is meant to benefit the general public, as is the case here. If access to the records I am requesting will take longer than five days, please contact me with information about when I might expect copies or the ability to inspect the requested records. The Center for Media & Democracy is a non-profit public-interest organization, and the disclosure of the materials requested here would be in the public interest, greatly benefiting public understanding of the workings of government. As such a waiver of any fees is requested. If all of the requested records cannot be emailed to me, please inform me by email of the portions that can be emailed and advise me of the cost for reproducing the remainder of the records requested. If the requested records cannot be emailed to me due to the volume of records identified in response to my request, please advise me of the actual cost of copying all records onto a CD. If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law. Records can be submitted electronically to brendan@prwatch.org, or mailed to: Brendan Fischer 122 W. Washington Ave, Suite 555 Madison, WI 53703 Thank you for your assistance.
4. Future Development
Improvements

- Track all requests in system, even requests received outside the system
- Forwarding of referrals
- Consolidated navigation
- Customizable fields
- Additional reporting tools
Record Officer Dashboard

- One single place as interface between Archives and entities
- GRAMA requests
- Records services
- Certification & Training
- Agency data maintenance
RO Dashboard: Records Services

- Series creation & revision
- Records transfers
  - to Archives, Records Center
  - from Records Center
  - digital
- Create records management plans
**RO Dashboard: Certification & Training**

- Test study materials
- Tutorials
- Certification test
  - review incorrect answers
- View previous certifications and expiry date
- Print certificate
RO Dashboard: Agency Data Maintenance

- View agency hierarchy
- View records officers and CAOs
- View certification status of ROs
- Update agency information
Request Records

Browse All Agencies  State Agencies  Counties
Cities  Transit Districts  School Districts/Schools

How It Works

- Find the governmental entity you want to contact and select the Request Records button for that agency.
- If you do not already have an account with the State of Utah to connect to online services, you will create one here.
- Fill out the online form, including a detailed description of the records you want, then click Submit.
- You will receive a response within the time limit allowed by law.
- To review your submission and track the progress of your request, click on My Requests.

View Records

State Records  Reports  Publications
Local Records  Ordinances / Policies  Maps / Photos / Collections
Minutes/Public Meeting Handouts  Administrative Rules  Digital Public Library of America
## Notifications

- **9/26** You have 1 records request waiting
- **9/28** You have 8 records requests in progress
- **10/3** Training - Law Enforcement Information Governance [more](#)
- **10/15** Certification expires

## Records Requests

<table>
<thead>
<tr>
<th>Title</th>
<th>Requester</th>
<th>Agency</th>
<th>Records Officer</th>
<th>Date Submitted</th>
<th>Status</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>All records pertaining to Johnny Kimball Carter Jr.</td>
<td>Johnny Carter Jr.</td>
<td>Adult Probation and Parole</td>
<td>Gina Proctor</td>
<td>08/30/2015</td>
<td>In Progress</td>
<td>09/16/2015</td>
</tr>
<tr>
<td>All records pertaining to Johnny Kimball Carter Jr.</td>
<td>Johnny Carter Jr.</td>
<td>Public Safety Department</td>
<td>Dwayne Baird</td>
<td>08/30/2015</td>
<td>Requested Not Yet Received</td>
<td></td>
</tr>
<tr>
<td>All records pertaining to Johnny Kimball Carter Jr.</td>
<td>Johnny Carter Jr.</td>
<td>Workforce Services</td>
<td>Amanda McPeck</td>
<td>08/30/2015</td>
<td>In Progress</td>
<td>09/15/2015</td>
</tr>
<tr>
<td>All records pertaining to Johnny Kimball Carter Jr.</td>
<td>Johnny Carter Jr.</td>
<td>Financial Institutions</td>
<td>Paul Allred</td>
<td>08/30/2015</td>
<td>In Progress</td>
<td>09/15/2015</td>
</tr>
<tr>
<td>All records pertaining to Johnny Kimball Carter Jr.</td>
<td>Johnny Carter Jr.</td>
<td>State Board of Education</td>
<td>Benjamin Rasmussen</td>
<td>08/30/2015</td>
<td>In Progress</td>
<td>09/15/2015</td>
</tr>
<tr>
<td>DLC Aug. 27th DSPD Request</td>
<td>Mary</td>
<td>Disabilities Services</td>
<td>Anna Owen</td>
<td>08/27/2015</td>
<td>In</td>
<td>09/11/2015</td>
</tr>
</tbody>
</table>

[Advanced Search](#)
### Division of Archives and Records Service

| Address          | 346 South Rio Grande St.  
|                 | Salt Lake City, UT 84101 |
| Phone           | 801-531-3842             |
| Fax             | 801-531-3867             |
| Website         | archives.utah.gov        |
| Chief Administrative Officer | Hephaestus Minton  
|                 | hephaestus.minton@gmail.com |
|                 | 555-555-5555             |
| Records Officers | Renée Wilson             |
|                 | reneewilson@utah.gov     |
|                 | 801-531-3842             |
|                 | Original certification: 12/3/43 |
Questions? Contact your records analyst.
<table>
<thead>
<tr>
<th>Event</th>
<th>Show in Notifications</th>
<th>Email Me</th>
</tr>
</thead>
<tbody>
<tr>
<td>My agency receives a records request</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>All agencies</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Division of Archives &amp; Records Service</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Test Agency</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>A records request expires</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>I am assigned a task</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>My certification will expire within 30 days</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>My certification will expire within 7 days</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>My training session is less than a week away</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>New training sessions are added</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My series is approved</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
Questions
Renée Wilson
Open Records Portal Administrator

reneewilson@utah.gov

801-531-3842
346 South Rio Grande St.
Salt Lake City, UT 84101