**R51. Agriculture and Food, Administration.**

**R51-3. Government Records Access and Management Act.**

**R51-3-1. Purpose and Authority.**

The Government Records Access and Management Act, Sections 63G-2-204, and 63A-12-104, authorize this rule. This rule provides procedures for access and denial of access to government records under the Government Records Access and Management Act (GRAMA).

**R51-3-2. Duties of Divisions within the Department.**

Each division director shall comply with Section 63A-12-103 and shall appoint a records officer to perform, or to assist in performing, the following functions:

(1) the duties set forth in Section 63A-12-103; and

(2) review and respond to requests for access to division records.

**R51-3-3. Requests for Access.**

(1) A requester shall request for access to records in writing or through the Utah Open Records Portal.

(2) A requester shall direct requests to the attention of the records officer of the particular division which the requester believes generated or possesses the records.

(3) The records officer of each division may provide request forms.

**R51-3-4. Fees and Payment.**

(1) The department may charge a fee for records provided, as authorized by Section 63G-2-203.

(2) Amounts charged shall comply with the actual cost provisions of Section 63G-2-203.

(3) A requester shall pay fees at the time of the request or before the department provides the records.

**KEY: government documents, public records, Government Records Access and Management Act, GRAMA, records access, fees, records officer**

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**Authorizing, and Implemented or Interpreted Law: 63G-2-204; 63A-12-104**