**THINKING/DECISION TREE FOR GRAMA REQUESTS**

**This is just the basics. Create your own framework to make sure you consider everything.. Add in your agency specific provisions as needed.**

**1. Is this A GRAMA request? (in writing/reasonable specificity, with contact information)**

**2. Is the request for Records? (as opposed to something else?)**

**3. Does my agency, prepare, maintain, receive or retain the records? (if not, and you can refer to agency that does, please do).**

 **a. Are the records available publicly? If yes, you can refer to the public website.**

**4. Gather the records**

**5. Review the records –determine:**

 **a. what is responsive to request (if you do a general search, you may capture a lot of records that are NOT responsive, too)**

 **b. Of the responsive records, what is public, private, protected, controlled and exempt.**

 **i. Sometimes a record is primarily public with SOME private information (tax payer IDs, social security numbers, etc..) . Determine whether you can segregate or redact.**

 **c. For non-public information, determine if requestor is entitled to the record**

 **d. For exempt information—determine whether another law controls and what to**

 **do about that.**

**6. Determine what records the requestor is entitled to receive.**

**7. Provide those records.**

**8. If records are withheld or redacted, provide a denial letter, with appeal information.**

**9. Determine whether you can charge fees. Then determine whether a fee waiver is requested, and whether to grant a fee waiver.**

**10. , Do this all in 10 days—unless request is expedited, in which case, do it in 5!!!!**

**11. If you have any questions or concerns, consult your legal counsel for assistance!**

**(NOTE—I ALWAYS KEEP AN ELECTRONIC COPY OF WHAT I HAVE PROVIDED,especially if the records are public—this avoids duplicating the same request for another requester. It also prevents against duplicative requests—since you know clearly what you gave out before).**

**(NOTE: Under the general GRAMA retention schedule SG 1-64, GRAMA requests are retained for 2 years after the final action and are then destroyed. Determine whether your agency has a different GRAMA retention schedule).**