

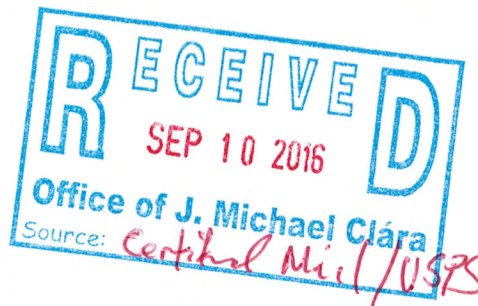


**BUSINESS ADMINISTRATION**

440 East 100 South  
Salt Lake City, Utah 84111  
801.578.8332

September 8, 2016

Mr. Michael Clára  
974 South 1400 West  
Salt Lake City, UT 84104



Dear Mr. Clára:

On Friday, September 2, 2016, I received your GRAMA appeal in which you claimed that you had not received a response to your August 25, 2016, GRAMA request. However, later that same day, September 2<sup>nd</sup>, you indicated in an email that you had received the district's response "in the mail about 15 minutes ago." In addition, you were informed by the superintendent's administrative assistant, Lisa Alleman, that she had placed the response in the mail on the morning of Wednesday, August 31, 2016.

Pursuant to GRAMA, the time for responding to a request starts the day after the request is received, and service by mail is complete upon sending. See, Utah Code Ann. §63G-2-204(3)(a), -403 and Utah Rules of Civil Procedure, Rule 5(b)(4). In so far as you requested an expedited response, the district was required to respond within five (5) business days. The district placed the response in the mail on August 31, 2016, which is four (4) business days after receiving your request.

Accordingly, your appeal is denied on the basis that the district responded to your request within the statutory time frame. In addition, as you have the district's response, your appeal is also moot.

Please keep in mind that as an elected board member, you can request district information through the informal process provided for in Board Policy B-1: Board of Education Legal Status, Responsibilities, and Ethics. This Policy outlines the process through which board members can receive information necessary for the performance of their elected duties, and receive such information free of charge, and may, if appropriate, provide you with information that is not available to the general public.

Sincerely,

Janet M. Roberts  
Business Administrator  
(801) 578-8332