

BUSINESS CONFIDENTIALITY CLAIM
Ogden City Corporation

I, _____, request that Ogden City protect the attached business records and/or file according to the provisions of Utah Code Subsections 63G-2-302 and 63G-2-305 of the Government Records Access and Management Act (GRAMA), as adopted pursuant to Section 4-5-1 of the Ogden City Municipal Code.

Description of record: _____

I believe the records and/or files should be protected for the following reasons: _____

Signature: _____ Date: _____

OGDEN CITY ADMINISTRATIVE REVIEW AND DETERMINATION

Upon review of the request, I hereby determine the record should be:

- Classified as protected according to the provisions of Subsections 63G-2-305(1) and (2) of the Government Records Access and Management Act.
- Classified as private according to the provisions of Subsection 63G-2-302 of the Government Records Access and Management Act.
- Classified as public according to the provisions of Subsection 63G-2-301 of the Government Records Access and Management Act.

I certify that on the date listed below, I gave/ mailed the requestor a copy of this Business Confidentiality Claim.

Signature_____ Date: _____

RIGHT OF APPEAL

You have the right to appeal this decision by completing the Notice of Appeal portion of this form and returning the entire original form to the Ogden City Recorder, 2549 Washington Blvd, Ste 210, Ogden, UT 84401, within 30 days of the date of this determination. You may also attach a short statement of facts, reasons, and legal authority in support of your appeal. The City Recorder will schedule a hearing before the Records Review Board, which shall be held no sooner than 15 days and no later than 30 days from the date of the filing of the appeal.

NOTICE OF APPEAL

Please take note that I hereby appeal the determination on my request for business confidentiality of the record(s) listed above. The relief I seek is as follows: _____

Signature: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

NOTICE OF RECLASSIFICATION

Notice is hereby given that on the _____ day of _____, 20____, the classification of the above-described record was changed from _____ to _____, and that notification was given to the above named individual.

Signature: _____ Date: _____
