Limit the scope of a GRAMA request to decrease the number of emails you and your Deputy DA will need to evaluate for redaction by providing:

1. Search Timeframe
   - Example: “I need email records from Jan. 1, 2023 through July 31, 2023.”

   Note: any message in a users mailbox is discoverable, even those deleted (for a short period of time).
   - Learn more: Agency Retention Schedule

2. Complete Email of Parties Involved
   - Both Internal (rshipley@slco.org) AND External, if applicable (BJones@gmail.com)

3. Specific Search Terms & / or Strings
   - The more specific your search can be, the better!
     - Example:
       - Names – “David Jones”
       - Phrases & Strings – “Home loan” are better than a single word "Home"

   - Words to AVOID:
     - Prepositions: above, across, against, along, among, around, at, before, behind, below, beneath, beside, between, by, down, from, in, into, near, of, off, on, to, toward, under, upon, with and within.
     - Words that might be in an email signature
     - Salt Lake County
     - Agency Name

Questions? Contact mslaugh@slco.org | (385) 468-0813