

Utah Government Records Access and Management Act (GRAMA) Request for a Record

To the Attention of:

(Name of person and/or government office holding records)

(Address of government office)

Person Submitting Request:

Name: _____

Mailing Address: _____

Daytime Telephone Number: _____

I Desire:

_____ Access to; OR

_____ Copies of the following records (describe with reasonable specificity. Attach additional sheet(s) if necessary):

This request is submitted under the authority of Section 63-2-101 et. seq., Utah Code, (GRAMA).

If applicable, check one of the following and attach necessary documentation.

_____ I am the subject of the record.

_____ I am the person who provided the information.

_____ I am authorized to have access by the subject of the record or by the person who submitted the information.

_____ I believe this request should be handled as an expedited (five day) request under Section 63-2-204(3), because of the reasons outlined in the attached explanation. An expedited response to this request benefits the public rather than the person making the request. (If applicable, describe reason(s) why the public benefits from an early response to this request and attach summary to this request. Without this provision the request will be handled as soon as reasonably possible; but, it may take up to ten business days to be completed.)

_____ Other; please explain: _____

I agree to pay a reasonable fee to cover the actual cost of duplicating a record, if copies are requested, not to exceed \$_____, in conformance with the government entity's policy as determined by ordinance or written formal policy adopted by the governing body. I understand there is no charge for inspecting a record. I further understand the agency will contact me if estimated costs are greater than the amount I have specified and that the agency will not respond to a request for copies if I have not authorized adequate costs.

(Signature of Requestor)

Date