Requester's information

GRAMA Request Form

Note: Utah Code § <u>63G-2-204</u> (GRAMA) requires a person making a records request furnish the governmental entity with a written request containing the requester's name, mailing address, daytime telephone number (if available); and a description of the record requested that identifies the record with reasonable specificity.

Name: Date:
Address:
City/State/zip:
Daytime telephone number:
Request made to
Government agency or office:
Address:
City/State/zip:
Records requested
Note: The more specific and narrow the request, the easier it will be for an agency or office to respond to the request. If you are unsure about the records' description, contact the agency or office records officer.
Note: Government keeps records in "series" or groups of records. To find out what series an agency or office maintains, visit the Archives' website, http://archives.utah.gov . The record series retention schedules on the Archives' website include relevant descriptions.
Title or series number of records (if known):
Description of records including all relevant information—location of event(s) described in records, city, county, address; date range of the records; names of the person(s); and subject of the request.

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Note: If the record has a restricted access, GRAMA provides that certain individuals may still receive access.		
I am the subject of the record		
I am the authorized representative of the subject of the record		
I provided the information in the record		
Considerations about the desired response		
I would like to:		
View or inspect the records only		
Receive a copy of the records and pay associated fees. Please notify me if the amount will exceed \$		
Receive a copy of the records and request a fee waiver, according to Utah Code § 63G-2-203, because:		
Releasing the record primarily benefits the public		
I am the subject, or authorized representative, of the record		
My legal rights are directly implicated by the information of the record because , and I am impecunious		
Receive an expedited response (5 days) because releasing the record benefits the public; I request the information for a story or report for publication or broadcast to the general public		

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Agency use only		
Date request rece	eived: Time limit for response:	
Classification	of records (check all that apply):	
Public, records provided (date) Private, legal citation § § 63G-2-302 or 303 Controlled, legal citation § 63G-2-304 Protected, legal citation § 63G-2-305 Governed by court rule, another state statute, federal statute, or federal regulation		
— Not a rec	cord	
Disclosure of I	restricted records:	
Is access authorize	zed?	
Private:	—— Requester is the subject of the record	
	—— Requester is authorized pursuant to Utah Code § 63G-2-202(1) and has supplied required documentation	
	—— Requester is not authorized to have access	
Controlled:	Requester is authorized pursuant to Utah Code § 63G-2-202(2) and has supplied required documentation	
	—— Requester is not authorized to have access	
Protected:	—— Requester submitted the record	
	—— Requester is authorized pursuant Utah Code § 63G-2-202(4) and has supplied required documentation	
	—— Requester is not authorized to have access	
Identification pro	ovided:	
Response:		
— Approve	d, requester notified on —	
— Denied,	written denial sent on ——————————————————————————————————	
Requeste	er notified agency does not maintain record on	
— Extraord	inary circumstances invoked, legal citation ————————————————————————————————————	
Consequent arrar	ngements and time limits ————————————————————————————————————	
Fee:		
If waived, fee wa	iver approved by:	
	er to GRAMA Classification form and GRAMA Fee form for assistance. If access to in part or in whole, please use the GRAMA Notice of Denial form.	

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