

### GRAMA Request Form

**Note:** Utah Code § [63G-2-204](#) (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.

#### Requester’s information

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.

**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](#),

\_\_\_\_\_ 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

**Agency use only**

Date request received: \_\_\_\_\_ 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 record

**Disclosure of restricted records:**

Is access authorized?

- 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 provided: \_\_\_\_\_

**Response:**

- \_\_\_\_\_ Approved, requester notified on \_\_\_\_\_
- \_\_\_\_\_ Denied, written denial sent on \_\_\_\_\_
- \_\_\_\_\_ Requester notified agency does not maintain record on \_\_\_\_\_
- \_\_\_\_\_ Extraordinary circumstances invoked, legal citation \_\_\_\_\_

Consequent arrangements and time limits \_\_\_\_\_

**Fee:** \_\_\_\_\_

If waived, fee waiver approved by: \_\_\_\_\_

**Note:** Please refer to GRAMA Classification form and GRAMA Fee form for assistance. If access to records is denied in part or in whole, please use the GRAMA Notice of Denial form.