

440A- GRAMA Request Form

4-10-17

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.

Details about the requester

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 .10 per page to cover the actual cost of duplicating a record. A fee of \$20.00 per hour for school personnel time shall be charged for searching, formatting, manipulating, tailoring, summarizing, and compiling a record, when such activities exceed 15 minutes.
- Receive a copy of the records and request a fee waiver, in compliance with 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

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.