

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.

Details for records that may have restricted access:

Note: Some records may be classified as private, controlled, or protected, or access may be limited by another statute. Access to restricted records is provided for in the relevant other statutes or in Utah Code § 63G-2-202(1)(2)(4).

If the requested records could have a restricted classification, please supply the following information:

Are you the subject of the record? Yes No

Are you an authorized representative of the subject of the record (parent, guardian, someone with power of attorney or notarized release): Yes No

If yes, explain and attach documentation:

Did you provide the record to the governmental entity? Yes No

Describe your connection to an incident or event that is the subject of the record:

Details for records the release of which may be in the public interest:

Note: Release of some records is in the public interest. Such records may be eligible for a fee waiver and/or expedited response as provided in Utah Code § 63G-2-203(4) and Utah Code § 63G-2-204(4)(5).

If release of the requested records will benefit the public, please supply the following information:

Are you requesting an expedited response? Yes No

Will the record be used for a news story or publication? Yes No

If yes, which channel or publication?

Explain other justification that release of the record will benefit the public.

Details for records that may be eligible for a fee waiver:

Note: Government entities are encouraged to waive fees in certain circumstances as outlined in Utah Code § 63G-2-203(4).

Do you want this request to be considered for a fee waiver? Yes No

If yes, please provide the following information:

Does release of these records benefit the public? Yes No

Are you the subject of the record? Yes No

Are you an impecunious (without money) individual whose legal rights are affected by access to the requested records? Yes No

Additional access considerations:

Note: Additional details about obtaining access to records are outlined in Utah Code § 63G-2-201, 203, and 204.

Would you like the records to be provided in a particular format? Yes No

If yes, explain

Do you want to be contacted if the cost of providing records exceeds a certain amount? Yes No

If yes, state the amount

Rather than receiving copies of the requested records, would you like to view them in the office of the governmental entity? Yes No

If yes, arrangements must be made with the entity's record officer.

Explain anything else you would like to be taken into consideration regarding this request:

Note: Governmental entities are required to respond within 10 business days as outlined in Utah Code § 63G-2-204(4)(b) or 5 days for expedited response.

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.