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: Beaver City

Address: 30 West 300 North, PO Box 271

City/State/zip: Beaver, UT 84713

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, 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.