

Request for a Record
Utah Government Records Access and Management Act
Must be submitted in writing

To: Government Entity: _____

Person Making Request:

Name: _____

Mailing Address: _____

Daytime Telephone Number: _____

Records Requested:

I desire access to or copies of the following records: (describe with reasonable specificity, attach additional sheet if necessary)

Additional sheets attached? Yes No

This request is submitted under the authority of Section 63-2-101 et. Seq., Utah Code, (GRAMA).

Yes I believe this request should be handled as an expedited (five day) request under Section 63-2-204(3), because, for the reasons outlined in the attached explanation, expedited response to this request benefits the public rather than the person making the request (if applicable, describe the reasons the public will benefit from an early response to this request and attach that summary to this request. Without this provision the request will be handled as soon as reasonably possible, but can take up to ten business days to be granted).

No

Yes I agree to pay a reasonable fee to cover the actual cost of duplicating a record if copies are requested, not to exceed \$_____, in conformance with the government entity's policy as determined by ordinance or written formal policy adopted by the governing body. I understand that there is no charge for inspecting a record.

Date: _____

Signature of Person Making Request