GRAMA - REQUEST FOR RECORDS

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.

RECORDS REQUESTED  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.

If the requested records are not public, please explain why you believe you are entitled to access.

☐ I am the subject of the record.
☐ I am the person who provided the information.
☐ I am the authorized representative of the subject of the record.

DESIRED RESPONSE

☐ I would like to view or inspect the records at the City offices (505 E. 2600 N. North Ogden, UT 84414)

☐ I would like to receive a copy of the records. I understand that I may be responsible for fees associated with copying charges or research charges as permitted by UCA 63G-2-203. Additional fees may be required for notary services, audit copies, budget copies, City maps, faxes, and certified copies.

☐ Receive a copy of the records and request a fee waiver, according to UCA 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.

Have it e-mailed to me at: ____________________________________________________________________

I authorize costs up to $ ________.

$ ________ ($0.10/page)  $ ________ ($2.00/CD)

$ ________ ($1.00/Document Prep)  $ ________ Research time over 30 min.

Lowest paid employee wage able to process the request: $ _____________ Hours: _________
Total amount for research: $ _____________

Requester’s Name ___________________________________________  Daytime Telephone Number __________________________

Mailing Address

Signature ___________________________  Date __________________________

Total Fee: $ _____________
OFFICE USE

Date request was received: __________________________ Time limit for response: □ 5 Days □ 10 Days

CLASSIFICATION

☐ Public ☐ Private ☐ Controlled ☐ Protected
☐ Requested document is not a "record" under GRAMA
☐ Access is governed by a law other than GRAMA

PRIVATE ☐ Requester is the subject of the record
☐ Requester is authorized pursuant to Utah State Code (63G-2-202(1) and has supplied required documentation.
☐ Requester is not authorized to have access.

CONTROLLED

☐ Requester is authorized pursuant to Utah State Code (63G-2-202(2) and has supplied required documentation.
☐ Requester is not authorized to have access

PROTECTED ☐ Requester is the person who submitted the record
☑ Requester is authorized pursuant to Utah State Code (63G-2-202(4) and has supplied required documentation.
☐ Requester is not authorized to have access

RESPONSE TO REQUEST

☐ Approved. Requester notified on __________________________.
☐ Denied. Written denial sent on __________________________.
☐ Requester notified agency does not maintain record, and, if known, was also notified of name and address of agency that does maintain record on __________________________.
☐ Consequent arrangements and time limits __________________________

APPEAL

☐ Appeal to CEO Received: __________________________
☐ Decision from CEO Sent on: __________________________
☐ Appeal to the Board Received: __________________________
☐ Decision from the Board Sent on: __________________________

Employee releasing record(s): __________________________ Date: __________________________

Person receiving record(s): __________________________ Date: __________________________

Fee Received: $ ________________ Receipt#: __________________________