

GRAMA REQUEST FOR RECORDS

To: _____
(name of person and/or government office holding records)

Address of government office: _____

Description of record sought (records must be described with reasonable specificity):

- I would like to inspect the records.
- I would like to receive a copy of the records. I understand that I will be responsible for copy costs. I authorize costs of up to \$ _____
- I would like to receive a copy of the records and request a waiver of copy costs because:
- Release of the records primarily benefits the public rather than me.
 - I am the subject of the record.
 - I am the authorized representative of the subject of the record.
 - My legal rights are directly affected by the record and I am impecunious. **(Please attach information supporting your request for a waiver of fees.)**

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 authorized to have access by the subject of the record or by the person who submitted the information (Please attach documentation required by UCA 63G-2-202.)
- Other. Explain _____
- I am requesting expedited response. (please attach information that shows your status as a member of the media and a statement that records are required for a story for broadcast or publication; or please attach other information that demonstrates that you are entitled to expedited response under U.C.A. 63G-2-204).

My Name is: _____

My Address is: _____

City, State, Zip Code: _____

Daytime Telephone Number: _____

Email Address _____

Signature

Date

The request may be delayed if all information requested is not provided