

GRAMA
(Government Records Access and Management Act)
63-2-101 et seq., Utah Code

REQUEST FOR RECORDS

NAME _____

ADDRESS _____

STATUS (Relationship to record requested) _____

I DESIRE: _____ **ACCESS** _____ **COPIES**

DESCRIPTION OF RECORD _____

_____ 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 (Without this provision the request will be handled as soon as reasonably possible, but can take up to ten business days to be granted).

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 Tooele County's policy as determined by ordinance or adopted written formal policy. I understand that there is no charge for inspecting a record.

SIGNATURE: _____ **DAYTIME TELEPHONE:** _____

FOR DEPARTMENT USE ONLY:

DEPARTMENT: _____

Date filed: _____

Time filed: _____

RECORD CLASSIFICATION: (cite the applicable code section)

Public: _____

Controlled: _____

DUPLICATION FEE \$ _____

Private: _____

Protected: _____

COMPLIATION FEES \$ _____

ACCESS GRANTED _____

DENIED _____

DATE RESPONSE WAS COMPLETED _____

(If more than 10 business days, justify extension per 63-3-204(4) and give estimate to Requester)

DEPARTMENT RECORDS OFFICER:

SIGNATURE

DATE