

TOWN OF RANDOLPH
AN ORDINANCE REGARDING COMPLIANCE WITH
THE GOVERNMENT RECORDS ACCESS
MANAGEMENT ACT

WHEREAS, The Government Records Access Management Act (GRAMA) requires that municipalities establish a Records Manager; and,

WHEREAS, the said Act allows municipalities to impose reasonable fees for copies and for other services provided to those who seek public records.

BE IT ORDAINED BY THE TOWN COUNCIL AS FOLLOWS:

The town clerk is the records manager.

Fees for the production and copying of records shall be in accordance with the Government Records Access Management Act and shall be established by resolution.

Passed this _____ day of _____ by the Town Council of Randolph

Mayor, Lyn P. Weston

Clerk, Lana Peart

GRAMA REQUEST LETTER

DATE:

TO: Town of Randolph
Attn: Lana Peart, Clerk
P. O. Box 127
Randolph, UT 84064

RE: **Government Records Access Request**

This request under the Utah Government Records Access and Management Act, Utah Code 63-2-204(1).

I request that a copy of the following document(s) [or documents containing the following information] be provided to me:

I acknowledge I will be charged \$1.00 per page. If you estimate the copy fees will exceed \$20.00 please inform me first.

OR I would like to arrange for personal examination of the following documents:

In the event I require copies, I acknowledge that I will be charged \$1.00 per page. Please contact me at the following phone number to arrange for this review.

If for any reason this request for documents is rejected, please provide with the reasons for the denial and the name of the person to whom to appeal the decision.

Please respond as soon as possible or within ten business days.

Sincerely,

Signature: _____

Printed Name: _____

Mailing Address: _____

E-mail Address: _____