

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), for the reasons for the request is to benefit the public rather than the individual person (a circumstance primarily invoked by the media) If other than media please include a outlined explanation. 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 is 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 _____ **DATE** _____

DAYTIME PHONE # _____

FOR DEPARTMENT USE ONLY:

DEPARTMENT _____

DATE FILED _____

TIME FILED _____

RECORD CLASSIFICATION:

Public: _____ Controlled: _____

Private: _____ Protected: _____

ACCESS GRANTED _____

DUPLICATION FEE \$ _____

DENIED _____

COMPILATION FEE \$ _____

DATE REQUEST WAS COMPLETED _____

(If more than 10 business days, justify extension and give estimate to requester)

DEPARTMENT RECORDS OFFICER: _____

SIGNATURE

DATE