

Perry City

3005 South 1200 West, Perry, Utah 84302

GRAMMA REQUEST FOR RECORDS

Name: _____ Phone: _____
Address: _____ Description of records
requested: _____

Please check all that apply:

- I would like to inspect the records.
- I would like to receive copies of the records. I understand that I will be responsible for the copy costs. I authorize costs of up to \$ _____. I further understand that Perry City will contact me if estimated costs are greater than the amount I have specified and Perry City will not respond to a request for copies if I have not authorized adequate costs.
- I would like to receive copies of the records. I request a waiver of copy costs because I am a city official or I request a waiver for the attached reason: (see UCA 63-2-203 (3) for a list of conditions under which an agency is encouraged to provide copies without charge.)

If applicable, check one of the following and attach necessary documentation:

- 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 persons who submitted the information.
- I am a city official and require the information for the performance of my position. Position: _____ I certify by the signature below that the records are for my own use and will not be copied or distributed.
- I am requesting an expedited response. (Please attach information that shows your status as a member of the media and a statement that the records are required for a story or broadcast or publication; or please attach other information that demonstrates that you are entitled to an expedited response under UCA 63-2-204(3).)

Signature: _____ Date: _____

Note: City Staff will respond to your request as promptly as possible, subject to other requests and responsibilities. State Law allows up to two weeks (ten business days) to respond to each request as per Utah Code Section 63-2-204 (3) (a).