

GRAMA REQUEST FOR RECORDS
BRIAN HEAD TOWN
BRIAN HEAD, UT 84719

To: ***BRIAN HEAD TOWN***
Address: 56 North Hwy. 143 - Brian Head, UT 84719

Description of records 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 attached documentation required by UCA 62-2-202.)
- Other, Explain: _____

I am requesting expedited response. (Please attach information that shows your status as a member of the media and a statement that the 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 UCA 63-2-203(3).)

My Name is: _____

My address is: _____

City, State, Zip Code: _____

Daytime telephone number: _____

Signature

Date

Received by: _____

Date: _____

*The response to a request may be delayed if it is not directed properly. To find out where to direct a request, consult the agency's rules, or telephone the agency or State Archives. The telephone number for the State Archives is (801) 538-3102.

FOR AGENCY USE ONLY

Date request received: _____ Time limit for response: 10 days to respond.

Does GRAMA apply? It does not if:

Access is governed by a law other than GRAMA

Requested document is not a "record" under GRAMA.

Classification: (If GRAMA applies):

Private

Protected

Controlled

Public

Is access authorized? (Complete this section if records are private, controlled or protected)

Private:

- Requester is the subject of the record.
- Requester is the other person authorized by UCA 63-2-202(1) and has supplied required documentation.
- Requester is not authorized to have access.

Controlled:

- Requester is a physician, psychologist, or certified social worker, has supplied a notarized release disclosure. UCA 63-2-202(2).
- Requester is not entitled to access.

Protected:

- Requester is person who submitted record.
- Requester is other person authorized by UCA 63-2-202(4) and has supplied required documentation.
- Requester is not entitled to access.

How was identification verified? _____

Response to request:

(See UCA 63-2-204)

- Approved, requester notified on _____.
- Denied, written denial sent on: _____.
- Requester notified agency does not maintain record, and, if known, was also notified of name and address of agency that maintain record on _____.
- Extension of time claimed for extraordinary circumstances.
Required notice sent: _____
See UCA 63-2-204(3)(iv).

Copy fees:

Amount: _____ or, if waived, waiver approved by _____.

Hours spent responding to request:

Supervisory or professional _____

Date: _____

Signature: _____