

GRAMA REQUEST FOR RECORDS

To: _____
(Name of person and/or government agency holding records)

(Address of government agency)

Description of records sought (records must be described with reasonable specificity):

- I would like to inspect the records.
- I request copies of the records. I understand that I will be responsible for copy costs. I authorize costs up to \$_____. I further understand that the agency will contact me if estimated costs are greater than the amount specified and that the agency will not provide copies if I have not authorized adequate costs.
- I request copies of the records and a waiver of copy costs. (Please attach information supporting your request; refer to Utah Code. 63G-2-203 (4) for a list of situations in which an agency is encouraged to provide copies without charge.)

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.
- Other. Explain _____
- I am requesting an expedited response. (Please attach information indicating your status as a member of the media and a statement that the records are required for broadcast or publication; or attach other information that demonstrates your entitlement to an expedited response under Section 63G-2-204.)

My name: _____

My address is: _____

City, State, Zip Code: _____

Daytime phone: _____

Signature _____

Date _____