

# GRAMA Request for Records

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## ATTENTION RECORDS OFFICER:

Name of department/school holding the records and/or name of the contact person: \_\_\_\_\_

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## DESCRIPTION OF RECORDS SOUGHT

(Records must be described with reasonable specificity.)

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## RECORDS REQUEST

Note: If the request is for procurement bid results, please provide the bid number: \_\_\_\_\_

- I would like to inspect (view) the records.
- I would like to receive an electronic copy of the records at the following email address: \_\_\_\_\_
- I would like to receive a hard copy of the records.
- I understand that I may be responsible for fees associated with copying charges, shipping charges and research time as permitted by Board Policy C-7: Records Access and Management and Utah Code Ann. §63-2-203. I authorize costs of up to \$\_\_\_\_\_. I further understand that the agency will contact me if estimated costs are greater than the amount I have specified, and that the agency will not respond to a request for copies if I have not authorized adequate costs.

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## REQUEST FOR NON PUBLIC RECORDS

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. Documentation required by Utah Code Ann. §63-2-202, is attached.
  - Other. Please explain: \_\_\_\_\_
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## REQUEST FOR EXPEDITED RESPONSE

- I am requesting an expedited response as permitted by Utah Code Ann. §63-2-204 (3)(b). (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 other information that demonstrates that you are entitled to an expedited response.)

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## REQUESTER'S INFORMATION

Requester's Name:

Mailing/Email Address:

\_\_\_\_\_

\_\_\_\_\_

Daytime Telephone Number:

Date:

\_\_\_\_\_

\_\_\_\_\_

Signature:

Title:

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