

# GRAMA Request for Records

**ATTENTION RECORDS OFFICER:**

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

**DESCRIPTION OF RECORDS SOUGHT**

(Records must be described with reasonable specificity.)

**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.

**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: \_\_\_\_\_

**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.)

**REQUESTER'S INFORMATION**

Requester's Name: \_\_\_\_\_

Mailing/Email Address: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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