

**Government Records Access and Management Act [GRAMA]
Request for Records**

To: Town of Alta
P.O. Box 8016
Alta, UT 84092

Person making request:

Name: _____
Mailing Address: _____
City: _____ State: _____ ZIP: _____
Email Address: _____ Daytime Telephone Number _____

Description of records sought (records must be described with reasonable specificity; attach additional sheet if necessary): _____

This request is submitted under the authority of Section 63-2-101 et. Seq., Utah Code, (GRAMA).

- I would like to inspect the records.
- I would like to receive a copy of the records. I understand I will be responsible for copy costs as determined by Town of Alta Fee Schedule for records requests. I authorize costs 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 impecuniousPlease attach information supporting your request for a waiver of copy costs

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 attach documentation required by U.C.A. 63-2-202)
- Other. Explain _____

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 broadcast or publication; or attach other information that demonstrates that you are entitled to expedited response under U.C.A. 63-2-203(3).

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I understand that The Town of Alta will contact me if estimated costs are greater than the amount I have specified and that the Town of Alta will not respond to a request for copies if I have not specified adequate costs. I also understand that if my request is voluminous or lacking specificity, the Town may require on-site records inspection prior to copying.

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_