



Fairfield School House, 1898

Fairfield Town
Established 1855 - Incorporated 2004
GRAMA Request Form
PO BOX 271
Fairfield, UT 84013

Note: Utah Code 63G-2-204 (GRAMA) requires a person making a record request to furnish the government entity with a written request containing the requester's name, mailing address, daytime telephone number (if available); and a description of the record requested that identifies the record with reasonable specificity.

Records requested:

Note: The more specific and narrow the request, the easier it will be for Fairfield Town to respond to the request. If you are unsure about the records' description, contact the Fairfield Town Recorder.

Description of records including all relevant information - location of the event(s) described in documents, Town, county, address; date range of the records; names of the person(s); and subject of the request.

Four horizontal dashed lines for providing a description of records.

Note: If the record has restricted access, GRAMA provides that certain individuals may still receive access.

- ___ I am the subject of the record.
___ I am the authorized representative of the subject of the record.
___ I provided the information in the record.

Considerations about the desired response

I would like to:

- ___ View or inspect the records only.
___ Receive a copy of the records and pay associated fees. Please notify me if the amount will exceed \$ _____.
___ Receive a copy of the record and request a fee waiver, according to Utah Code 63G-2-203, because:
___ Releasing the record primarily benefits the public.
___ I am the subject, or authorized representative, of the record.
___ My legal rights are directly implicated by the information of the record because _____, and I am impoverished.

(please attach information supporting your request for a waiver of the fees)

- ___ Receive an expedited response (5 days) because releasing the record benefits the public; I request the information for a story or report for publication or broadcast to the general public.

(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:

First Name: _____ Last Name: _____

Date: ____/____/____ Time: _____

Address: _____

City/State/Zip: _____

Daytime telephone number: _____ Email: _____

Signature: _____



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Office Use Only

OFFICE USE ONLY

Date request received: _____ Time limit for response: _____

Classification of records (check all that apply):

- Public, record provided (date)
Private, legal citation Utah Code 63G-2-302 or 303
Controlled, legal citation Utah Code 63-2-304
Protected, legal citation Utah Code 63-2-305
Governed by court rule, another state statute, federal statute, or federal regulation
Not a record.

Disclosure of restricted records:

- Private: Requester is the subject of the record
Requester is authorized pursuant to Utah Code 63G-2-202(1) and has supplied required documentation.
Requester is not authorized to have access.
Controlled: Requester is authorized pursuant to Utah Code 63G-2-202(2) and has supplied required documentation.
Requester is not authorized to have access.
Protected: Requester submitted the record.
Requester is authorized pursuant to Utah Code 63G-2-202(4) and has supplied required documentation.
Requester is not authorized to have access.

Identification provided: _____

Response:

- Approved, requester notified on
Denied, written denial sent on
Requester notified aganedy does not maintain record on
Extraordinary circumstances invoked, legal citation
Consequent arrangements and time limits

Fee: \$_____

If waived, fee waiver approved by: _____

Note: Please refer to the GRAMA Classification form and GRAMA Fee form for assistance. If access to a record is denied in part or in whole, please use the GRAMA Notice of Denial form.