

Fairfield Town

Utah County, Utah _____

GRAMA Request

Note: Utah Code 63G-2-204(1) (GRAMA) requires a person making a records request to furnish the governmental entity with a written request containing the requester's name, mailing address, daytime telephone number, and email address if the person is willing to receive communications by email. The request must also include a description of the being record requested that identifies the record with reasonable specificity. The request must be made to the governmental entity that created or maintains the records.

Requester's Information:

First Name: _____ Last Name: _____
Date: ____/____/____ Time: _____
Address: _____
City/State/Zip: _____
Daytime telephone number: _____
Email: _____

Records requested:

Note: The more specific the request, the easier it will be for records officers to respond.

Title or subject of records:

Description of records including all relevant information -date range of records, name of involved person(s), location of event(s), and other descriptive information: *(May attach additional information to this document.)*

Details for records that may have restricted access:

Note: Some records may be classified as private, controlled, or protected, or access may be limited by another statute. Access to restricted records is provided for in the relevant other statutes or in Utah Code § 63G-2-202(1)(2)(4). If the requested records could have a restricted classification, please supply the following information:

- ___ I am the subject of the record.
- ___ I am the authorized representative of the subject of the record. (parent, guardian, someone with the power of attorney or notarized release: If yes, explain and attach documentation: _____)
- ___ I provided the information in the record.

Describe your connection to an incident or event that is the subject of the record:

Details for records the release of which may be in the public interest:

Note: Release of some records is in the public interest. Such records may be eligible for a fee waiver and/or expedited response as provided in Utah Code § 63G-2-203(4) and Utah Code § 63G-2-204(4)(5).

If the release of the requested records will benefit the public, please supply the following information:

Are you requesting an expedited response?

Will the record be used for a news story or publication? If yes, which channel or publication?

Explain other justification that the release of the record will benefit the public.

Details for records that may be eligible for a fee waiver:

Note: Government entities are encouraged to waive fees in certain circumstances as outlined in Utah Code § 63G-2-203(4).

Receive a copy of the record and request a fee waiver, according to Utah Code 63G-2-203(4), because:

If yes, please provide the following information:

Does the release of these records benefit the public?

Are you the subject of the record?

Are you an impecunious (without money) individual whose legal rights are affected by access to the requested records? (Please attach information supporting your request for a waiver of the fees.)

Additional access considerations:

Note: Additional details about obtaining access to records are outlined in Utah Code § 63G-2-201, 203, and 204.

Would you like the records to be provided in a particular format? PDF Paper (cost)

Do you want to be contacted if the cost of providing records exceeds a certain amount? \$_____

Rather than receiving copies of the requested records, would you like to view them in the office of the governmental entity?

If yes, arrangements must be made with the entity's record officer. Explain anything else you would like to be taken into consideration regarding this request:

Note: Governmental entities are required to respond within 10 business days as outlined in Utah Code § 63G-2-204(4)(b) or 5 days for expedited response.

Signature: _____

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.