



505 E. 2600 N. North Ogden, UT 84414
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GRAMA - REQUEST FOR RECORDS

Utah Code §63G-2-20463G-2-204 (GRAMA) requires a person making a records request furnish the governmental 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 Description of records including all relevant information – location of event(s) described in records, city, county, address; date range of the records; names of the person(s); and subject of the request.

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 the authorized representative of the subject of the record.

DESIRED RESPONSE

- I would like to view or inspect the records at the City offices (505 E. 2600 N. North Ogden, UT 84414)
- I would like to receive a copy of the records. I understand that I may be responsible for fees associated with copying charges or research charges as permitted by UCA 63G-2-203. *Additional fees may be required for notary services, audit copies, budget copies, City maps, faxes, and certified copies.*
- Receive a copy of the records and request a fee waiver, according to UCA 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 impecunious.

Have it e-mailed to me at: _____

I authorize costs up to \$ _____.

\$ _____ (\$0.10/page) \$ _____ (\$2.00/CD)

\$ _____ (\$1.00/Document Prep) \$ _____ Research time over 30 min.

Lowest paid employee wage able to process the request: \$ _____ Hours: _____

Total amount for research: \$ _____

Requester's Name

Daytime Telephone Number

Mailing Address

Signature

Date

Total Fee: \$ _____

OFFICE USE

Date request was received: _____ Time limit for response: 5 Days 10 Days

CLASSIFICATION

- Public Private Controlled Protected
- Requested document is not a "record" under GRAMA
- Access is governed by a law other than GRAMA

PRIVATE

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

CONTROLLED

- Requester is authorized pursuant to Utah State Code (63G-2-202(2) and has supplied required documentation.
- Requester is not authorized to have access

PROTECTED

- Requester is the person who submitted the record Verified by: _____
- Requester is authorized pursuant to Utah State Code (63G-2-202(4) and has supplied required documentation.
- Requester is not authorized to have access

RESPONSE TO REQUEST

- Approved. Requester notified on _____.
- Denied. Written denial sent on _____.
- Requester notified agency does not maintain record, and, if known, was also notified of name and address of agency that does maintain record on _____.
- Consequent arrangements and time limits _____

APPEAL

- Appeal to CEO Received: _____
- Decision from CEO Sent on: _____
- Appeal to the Board Received: _____
- Decision from the Board Sent on: _____

Employee releasing record(s): _____ Date: _____

Person receiving record(s): _____ Date: _____

Fee Received: \$ _____ Receipt#: _____