



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.*

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#: \_\_\_\_\_