GRAMA REQUEST FORM

Garfield County, State of Utah

Note: Utah Code § 63G-2-204 (GRAMA) requires a person making a records request 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.

Requester's Information:

Name: _____Date: _____

Email:_____

Mailing Address: _____

City/State/Zip:_____

Daytime Telephone Number: _____

Request:

Note: The more specific and narrow the request, the easier it will be for an agency or office to respond to the request. If you are unsure about the records' description, contact the agency or office records officer.

Please describe the record with particularity, listing the date range, the agency or office that would have the records and subject of the request.

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Garfield County will charge a fee of _____ per hour for research, and the actual cost of photocopies necessary to process any record requested. The fee may be waived if the responding department or agency determines that 1) releasing the record primarily benefits the public; 2) the individual requesting the record is the subject, or authorized representative, of the record; and 3) the requester's rights are directly implicated by the information in the record, and the requester is impecunious.

I understand that Garfield County has 10 business days to respond to this request, unless there are extraordinary circumstances that require additional time to process the request, and that my request may be granted or denied by the County. I understand that if I do not agree with any decision of the County concerning my request, I may appeal the County's decision in accordance with procedures in Garfield County Ordinance No. 1995-1, a copy of which is available in the office of the Garfield County Clerk.