



Sheri Dearden
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Request for a Record
Utah Government Records Access and Management Act (GRAMA)

Please note: State Law does not require an agency to create any record to fulfill a request. GRAMA applies only to existing records.

Requester's Information:

Name: _____

Address: _____

City/State/Zip: _____

Daytime Telephone Number: _____

Records requested:

Description of record(s) including ALL relevant information-names of person/subject, location, date range, address, etc. Describe with reasonable specification, attach additional sheet if necessary.

Note: The more specific and narrow the request, the easier it will be for our office to respond to the request.

[] see attached sheet(s) attached.

Your request will be handled as soon as reasonably possible, but can take up to ten business days to be granted.

I would like to:

[] Review/inspect the record(s) only.

[] Receive a copy of the record(s) and pay associated fees not to exceed \$_____

[] Receive a copy of the records and request a fee waiver under Utah Code 63G-2-203(4). Supporting documentation required.

[] Receive an expedited response (five days) as permitted by Utah Code 63G-2-204(3) (b). Supporting documentation required.

Authorization

I agree to pay a reasonable fee to cover the actual cost of duplicating a record if copies are requested not to exceed \$_____.

I understand that there is no charge for inspecting a record. I further understand that the agency will contact me if estimated costs are greater than the amount I have specified and that the agency will not respond to a request for copies if I have not authorized adequate costs.

Signature

Date

Protected Records

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

If applicable, check one of the following and attach necessary documentation.

- I am the subject of the record(s). Photo ID required.
- I am the person who provided the record(s). Photo ID required.
- I am authorized to have access by the subject of the record(s) or by the person who submitted the record(s). Release required.
- Other. Please explain: _____

Agency Use Only

Date request received: _____ Time limit for response: _____

Classification of record(s):

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

Disclosure of restricted record(s):

Is access authorized?

- Not authorized to have access
- Requester is the subject of the record(s)
- Requester submitted the record(s)
- Requester is authorized pursuant to Utah Code 63G-2-202(1)/63G2-202(2)/63G-2-202(4) **and** documentation provided

Identification provided: _____

Response:

- Approved, requested completed on _____
- Denied, written denial sent on _____
- Agency does not maintain record, requester notified on _____
- Extraordinary circumstances invoked _____

Consequent arrangements and time limits _____

Fee: \$ _____ If waived, documentation reviewed and fee waiver approved by: _____

Notes: