

Perry City

3005 South 1200 West, Perry, Utah 84302

GRAMMA REQUEST FOR RECORDS

Name: _____ Phone: _____

Address: _____

Description of records requested: _____

Please check all that apply:

- I would like to inspect the records.
- I would like to receive copies of the records. I understand that I will be responsible for the copy costs. I authorize costs of up to \$ _____. I further understand that Perry City will contact me if estimated costs are greater than the amount I have specified and Perry City will not respond to a request for copies if I have not authorized adequate costs.
- I would like to receive copies of the records. I request a waiver of copy costs because I am a city official or I request a waiver for the attached reason: (see UCA 63-2-203 (3) for a list of conditions under which an agency is encouraged to provide copies without charge.)

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

- I am the subject of the record.
- I am the person who provided the information.
- I am authorized to have access by the subject of the record or by persons who submitted the information.
- I am a city official and require the information for the performance of my position. Position: _____ I certify by the signature below that the records are for my own use and will not be copied or distributed.
- I am requesting an expedited response. (Please attach information that shows your status as a member of the media and a statement that the records are required for a story or broadcast or publication; or please attach other information that demonstrates that you are entitled to an expedited response under UCA 63-2-204(3).

Signature: _____ Date: _____