

**GRAMA REQUEST FOR RECORDS
SCHOOL AND INSTITUTIONAL TRUST LANDS ADMINISTRATION**

Requester Name: _____
Address: _____
City, State, ZIP _____
Daytime Phone: _____ Date: _____

To (Records Officer or Coordinator): _____

<u>Description of records sought (must be reasonably specific)</u>

- I would like to inspect the records.
- I would like to receive a copy of the records. I understand that I will be responsible for copy costs. I authorize costs of up to \$ _____
- I am requesting 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 for broadcast or publication; or please attach other information that demonstrates that you are entitled to expedited response under UCA 63-2-204(3).)

If the requested records are not public, please explain why you believe you are entitled to access.

- I am the subject of the record. (Private records only).
- I am the person who provided the information. (Protected records only).
- I am authorized to have access by the subject of the record or by the person who submitted the information. (Please attach documentation required by (UCA **63-2-202**).
- Other. Explain _____

Date: _____ Signature: _____

* The response to a request may be delayed if it is not directed properly. To find out where to direct a request, consult the agency's rules, or telephone the records officer at 538-5114.

For Agency Use Only

Date request received: _____ Time limit for response: _____

Does GRAMA apply? It does not if:

- Access is governed by a law other than GRAMA.
- Requested document is not a "record" as defined by GRAMA.

Classification: (If GRAMA applies)

- Private Controlled
- Protected Public

Is access authorized? (Complete this section if records are private, controlled, or protected.)

- Private: Requester is the subject of the record.
 Requester is other person authorized by UCA 63-2-202(1) and has supplied required documentation.
 Requester is not authorized to have access.
- Controlled: Requester is a physician, psychologist, or certified social worker, has supplied a notarized release dated no more than 90 days prior to this request, and has signed an acknowledgment regarding nondisclosure. UCA 63-2-202(2).
 Requester is not entitled to access.
- Protected: Requester is person who submitted record.
 Requester is other person authorized by UCA 63-2-202(4), and has supplied required documentation.
 Requester is not entitled to access.

How was identification verified? _____

Response to request: (See UCA 63-2-204)

- Approved. Requester was notified on _____, 20__.
- Denied. **Written** denial sent on _____, 20__.
- Requester was** notified agency does not maintain record, and, if known, was also notified of name and address of agency that does not maintain record on _____, 20__.
- Extension of time claimed for extraordinary Circumstances. Required Notice sent on _____, 20__. See UCA 63-2-204(3)(iv).

Copy fees:

- \$ _____

Hours spent responding to request:

Supervisory or professional: _____ Staff _____

Date: _____ Signed: _____