

REQUEST FOR RECORDS
(Government Records Access & Management Act (GRAMA) Request)

Date: _____

TO: Michelle Larsen
Senior Records Officer
Utah Transit Authority
669 West 200 South
Salt Lake City, UT 84101

Description of records sought (must be described with reasonable specificity, including date ranges; - if needed attach an additional page): _____

- I would like to inspect the records. *Records are normally gathered without cost, unless the nature of the request requires extraordinary research, staff time and or downloading of information.*
- I would like to receive copies of the documents. I understand that I am responsible for costs.¹
- I am the *subject* of the record and request a waiver of copy costs (*only for use by persons claiming inability to pay - attach information supporting your request as an impecunious person*).

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

- I am the *subject* of the record and/or the person who provided the information that is the subject of the record. (*your signature below must be notarized*.)
- I am authorized to have access by the subject of the record or by the person who submitted the information or who is the subject of the information (attach an executed original notarized release from the subject of the record dated within 90 days of the date of this request).
- I believe the information I seek is a public record. (*You will be notified if this is not the case*).
- Other. Explain:

Name: _____ **Address:** _____

City: _____ **State:** _____ **Zip Code:** _____ **Daytime Telephone Number** _____

- I am a member of the media and am requesting expedited response within five business days (attach proof 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.)

Signature

State of _____

County of _____

On the ____ day of _____, 20__, _____ personally appeared before me, whose identity I proved on the basis of _____ to be the signer of the above instrument, and he/she acknowledged that he/she signed it.

Notary (*Have this form notarized if you are requesting your own private information by mail.*)
