

VERNAL CITY RECORDS REQUEST FORM

Requester's name: _____

Address: _____

Daytime phone: _____ Date: _____

E-Mail Address: _____

In accordance with the Government Records Access & Management Act (GRAMA), I am requesting to:

- View the record(s)
- Receive a copy of the following record(s) & pay the fees. Please notify me if the amount will exceed \$ _____.

NOTE: The more specific and narrow the request, the easier it will be for the records officer to respond to the request.

Description of records being requested including all relevant information - be as specific as possible:

If requested records are not public, explain why you believe you are entitled to access:

- 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 the person who submitted the information. Documentation required by UCA 63G-2-202, is attached.
- Other (Please explain.) _____

Signature: _____ Date: _____

IDENTIFICATION PROVIDED: _____

If requested records are classified "Controlled", sign the following:

ACKNOWLEDGMENT

I hereby acknowledge that I am a physician, psychologist, or certified social worker and that I will not disclose controlled information to any person, including the subject of the record, except in response to a lawful order of the State Records Committee or the district court.

Signature: _____ Date: _____

VERNAL CITY USE ONLY:

Date request received: _____ Time limit for response: _____

Classification of records (check all that apply):

- Public, records provided on _____ (date)
- Private, 63G-2-302 or 303 _____
- Controlled, 63G-2-304 _____
- Protected, 63G-2.305 _____
- Governed by other statute _____
- Other _____

Disclosure of restricted records:

Private

- Requester is subject of record
- Requester is authorized pursuant to UCA 63G-2-202(1) and has supplied required documentation
- Requester is not authorized to have access

Controlled

- Requester is authorized pursuant to UCA 63G-2-202(2) and has supplied required documentation
- Requester is not authorized to have access

Protected

- Requester is subject of record
- Requestor submitted the record
- Requester is authorized pursuant to UCA 63G-2-202(4) and has supplied required documentation
- Requester is not authorized

Response:

- Approved Denied Does not maintain record Other

Fee: \$ _____

Date record sent / denied: _____