



255 NORTH MAIN STREET, LOGAN, UTAH 84321
PHONE 435.716.9020 FAX 435.716.9001
http://comdev.loganutah.org

Date Rcvd/Initials _____

Time Received _____

GRAMA REQUEST FORM

Utah Code §-63G-2-204. Requests - Time limit for response and extraordinary circumstances.

(1) A person making a request for a record shall furnish the governmental entity with a written request containing:

- (a) the person's name, mailing address, and daytime telephone number, if available; and
- (b) a description of the record requested that identifies the record with reasonable specificity.

A FEE MAY APPLY: \$ _____

Date: _____

Print Name: _____

Email Address: _____

Mailing Address: _____

Phone Number: _____

REQUEST (include property address): _____

Information/Copies Received By: _____

Date: _____

OFFICE USE ONLY:

Completed By: _____ Date: _____ \$5.00 (CD) x _____ = \$ _____

of Pages Copied _____ Format _____ \$.15 copy x _____ =

\$ _____

Date Notified _____ Date Sent _____ \$1.2 5x 15 min. labor =