



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:** \_\_\_\_\_

OFFICE USE ONLY:			
Completed By: _____	Date: _____	\$15.00 (CD) x _____	= \$ _____
# of Pages Copied _____	Format _____	\$ .20 copy x _____	= \$ _____
Date Notified _____	Date Sent _____	*Labor _____	= \$ _____
*After the first quarter hour of staff time, may charge an hourly charge, not exceeding \$15.00 an hour in increments of 15 minutes.			
File Saved As: _____	Total	\$ _____	



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