

**Town of Mayfield  
Records Request form  
(GRAMA)**

Note: Utah Code 63G-2-204 (GRAMA) requires a person making a records request furnish the governmental entity with a written request containing the requester's name, mailing address, daytime telephone number (if available); and a description of the record requested that identifies the record with reasonable specificity.

**Requester's information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Daytime telephone number: \_\_\_\_\_

**Request made to**

Government agency or office: *Mayfield Town*  
Address: *52 N Main*  
City/State/Zip: *Mayfield, UT 84643*

**Records requested**

Note: The more specific and narrow the request, the easier it will be for an agency or office to respond to the request. If you are unsure about the records' description, contact the agency or office records officer.

Description of records including all relevant information-location of event(s) described in records, city, county, address; date range of the records; names of the person(s); and subject of the request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: If the record has a restricted access, GRAMA provides that certain individuals may still receive access.

- I am the subject of the record
- I am the authorized representative of the subject of the record
- I provided the information in the record

**Considerations about the desired response**

I would like to :

- View or inspect the records only
- Receive a copy of the records and pay associated fees. Please notify me if the amount will exceed \$\_\_\_\_\_. (copies are \$0.25/page)
- Receive a copy of the records and request a fee waiver, according to Utah Code 63G- 2-203, because:
  - Releasing the record primarily benefits the public
  - I am the subject, or authorized representative, of the record
  - My legal rights are directly implicated by the information of the record because \_\_\_\_\_, and I am impecunious.
- Receive an expedited response (5 days) because releasing the record benefits the public; I request the information for a story or report for publication or broadcast to the general public

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Agency Use Only:**

Date Request Received: \_\_\_\_\_

Time limit for response: \_\_\_\_\_

**Classification of records:**

- Public, records provided (date): \_\_\_\_\_
- Private, legal citation 63G-2-302 or 303 \_\_\_\_\_
- Controlled, legal citation 63G-2-304 \_\_\_\_\_
- Protected, legal citation 63G-2-305 \_\_\_\_\_
- Governed by court rule, another state statute, or federal regulation \_\_\_\_\_
- Not a record \_\_\_\_\_

**Disclosure of restricted records:**

Is access authorized?

**Private:**

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

**Controlled:**

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

**Protected:**

- Requester submitted the record
- Requester is authorized pursuant UT Code 63G-2-202(4) and has supplied required documentation
- Requester is not authorized to have access

Identification provided: \_\_\_\_\_

**Response:**

- Approved, requester notified on \_\_\_\_\_
- Denied, written denial sent on \_\_\_\_\_
- Requester notified agency does not maintain record on \_\_\_\_\_
- Extraordinary circumstances invoked, legal citation \_\_\_\_\_

Consequent arrangement and time limits \_\_\_\_\_

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

If fee waived, fee waiver approved by : \_\_\_\_\_

**Note:** Please refer to GRAMA Classification form and GRAMA Fee form for assistance. If access to records is denied in part or in whole, please use the GRAMA Notice of Denial form.