

**CACHE MOSQUITO ABATEMENT DISTRICT
RECORDS REQUEST FORM (GRAMA)**

Requester's Information

Name: _____

Mailing address: _____

Daytime telephone number: _____

Email address: _____

Signature: _____ Date: _____

If records are filed by Social Security Number, please provide the number: _____

Description of the records sought (please be as specific as possible):

- .. I would like to inspect/view the records.
- .. I would like to receive a copy of the records. I understand that I may be responsible for fees associated with copying charges or research charges as permitted by UCA 63G-2-203. I authorize costs up to \$_____ (Please Initial) _____
- .. UCA 63G-2-203(4) encourages agencies to fulfill a records request without charge. Based on § 63G-2-203(4), I am requesting a waiver of copy costs because:
 - .. Releasing the record primarily benefits the public rather than a person.
 - .. I am the subject, or authorized representative, of the record.
 - .. My legal rights are directly affected by the record and I am impoverished. (Please attach information supporting your request for a waiver of the fees.)

If the requested records are not public, please 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 § 63G-2-202 is attached.

“ Other. Please explain: _____

“ I am requesting expedited response as permitted by § 63G-2-204(3)(b). (Please attach information 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, or other information that demonstrates that you are entitled to expedited response.)

Agency Use Only

Date request received: _____ Time limit for response: _____

Classification of records (check all that apply):

- .. Public, records provided (date) _____
- .. Private, legal citation § § 63G-2-302 or 303 _____
- .. Controlled, legal citation § 63G-2-304 _____
- .. Protected, legal citation § 63G-2-3-5 _____
- .. Governed by court rule, another state statute, federal statute, or federal regulation _____
- .. _____
- .. Not a record

Disclosure of restricted records:

Is access authorized?

- Private:**
 - .. Requester is the subject of the records
 - .. 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 the subject of the records
 - .. Requester is authorized pursuant to UCA § 63G-2-202(2) and has supplied required documentation
 - .. Requester is not authorized to have access
 - .. Requester is the subject of the records
 - .. Requester is authorized pursuant to UCA § 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 arrangements and time limits _____

Fee: _____ If waived, fee waiver approved by _____