



GRAMA REQUEST FOR RECORDS
(Requester: Fill Out This Side Only)

TO: Salt Lake Community College
GRAMA Coordinator, Mailstop ADM
P.O. Box 30808
Salt Lake City, UT 84130-0808

Description of records sought (records must be described with reasonable specificity):

I would like to inspect the records.

I would like to receive copies of the records. I understand that I will be responsible for actual costs. I authorize costs of up to \$_____. I further understand that SLCC will contact me if estimated costs are greater than the amount I have specified, and that SLCC will not respond to a request for copies if I have not authorized adequate costs. Prepayment required if costs exceed \$50.00

I would like to receive copies of the records. I request a waiver of copy costs. (Please attach information supporting your request; see U.C.A. 63-2-203(3) for a list of situations under which an agency is encouraged to provide copies without charge.)

If applicable, check one of the following, be prepared to show a pictured ID and attach necessary documentation.
(Notarized Release)

I am the subject of the record (written, notarized authorization attached).

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.

Other. Explain _____

Name: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Cell Phone Number: _____
E-Mail Address: _____

I am requesting expedited response. (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 please attach other information that demonstrates that you are entitled to expedited response under U.C.A. 63-2-204(3).)

signature

date

NOTE: The response to a request may be delayed if it is not directed properly. Please direct all requests to the address listed above. If you have any questions about the Government Records and Access Management Act, please call SLCC Office of Risk Management at (801) 957-4041 or the State Archives (801) 538-3012.