

GRAMA
 (Government Records Access and Management Act)
REQUEST FORM



DATE RECEIVED: _____
 INITIALS: _____

Nibley City Code Title 1, Chapter 18 adopted by the Nibley City Council on December 6, 2018—Requests for Access to records shall be made in writing, and be submitted by first class mail; hand delivery; or electronically to the records officer at recordrequest@nibleycity.com

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: _____

Information/Copies Received By: _____
 Date: _____

OFFICE USE ONLY: Completed By: _____ Date: _____
 # of Pages Copied: _____ \$.25 x _____ = \$ _____
 # of Certified Copies: _____ \$ 5.00 x _____ = \$ _____
 # of Flash Drives: _____ # of CD/DVD: _____ \$15.00 x _____ = \$ _____
 # of Staff hours: _____ - 15 minutes x \$15.00 = \$ _____ Total Fee: \$ _____

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FEE SCHEDULE

Type of Service/Document	Fee
Staff Time for compiling, formatting, manipulating, packaging, summarizing or tailoring the record to meet request; and search, retrieval and other direct time for complying with request	After the first quarter hour (15 minutes) of staff time, Nibley City may charge an hourly charge, not exceeding \$15.00 an hour in increments of 15 minutes.*
For Each Copy of a Public Record	\$0.25 per page
CD/DVD/flash drive	\$15.00 per CD, DVD, or flash drive
Fax	\$1.00 per page
Certified Copies	\$5.00 per page certified, unless otherwise established by state law

* Nibley City requires payment of estimated fees before beginning to process a records request if the fees are expected to exceed \$50.00; pursuant to Utah Code Annotated Section 63G-2-203(8)