

CHARLESTON TOWN GRAMA RECORDS REQUEST FORM

To the Charleston Town Clerk's Office, 3454 W. 3400 S. – Charleston, UT

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

Choose one:

- ☐ 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 of up to \$ _____.
- ☐ UCA 63G-2-203 (4) encourage agencies to fulfill a cords request without charge. Based on UCA 63-G-2-203 (4), I am requesting a waiver of costs because:
 - ☐ I am the subject of the record.
 - ☐ I am the authorized representative of the subject 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 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 UCA 63-G-2-202, is attached.
- ☐ Other. Please explain: _____

- ☐ 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 the story for broadcast or publication; or please attach other information that demonstrates that you are entitled to expedited response under UCA 63-2-204 (3).

Desired format for records

☐ Printed copy in person ☐ Printed copy mailed to the address below

☐ Fax # _____ ☐ Email _____

My name is: _____

My address is: _____

City, State Zip: _____

Telephone #s _____

Signature: _____ Date: _____