

GRAMA Request for Records

ATTENTION RECORDS OFFICER:

Name of department/school holding the records and/or name of the contact person: _____

DESCRIPTION OF RECORDS SOUGHT

(Records must be described with reasonable specificity.)

RECORDS REQUEST

Note: If the request is for procurement bid results, please provide the bid number: _____

- I would like to inspect (view) the records.
- I would like to receive an electronic copy of the records at the following email address: _____
- I would like to receive a hard copy of the records.
- I understand that I may be responsible for fees associated with copying charges, shipping charges and research time as permitted by Board Policy C-7: Records Access and Management and Utah Code Ann. §63-2-203. I authorize costs of up to \$_____. I further understand that the agency will contact me if estimated costs are greater than the amount I have specified, and that the agency will not respond to a request for copies if I have not authorized adequate costs.

REQUEST FOR NON PUBLIC RECORDS

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 Utah Code Ann. §63-2-202, is attached.
 - Other. Please explain: _____
-

REQUEST FOR EXPEDITED RESPONSE

- I am requesting an expedited response as permitted by Utah Code Ann. §63-2-204 (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 an expedited response.)

REQUESTER'S INFORMATION

Requester's Name: _____

Mailing/Email Address: _____

Daytime Telephone Number: _____

Date: _____

Signature: _____

Title: _____

Non-Discrimination Statement: The Salt Lake City School District does not discriminate on the basis of age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, or sexual orientation in its programs and activities, except where appropriate and allowed by law. The following person has been designated to handle inquiries and complaints regarding prohibited discrimination, harassment, and retaliation: Whitney Banks, Compliance and Investigations, 440 East 100 South, Salt Lake City, UT 84111, 801-578-8388. You may also contact the Office for Civil Rights, Denver, CO, 303-844-5695.