



**IVINS CITY**  
 55 N. Main St. Ivins, UT 84738  
 Tel. 435-628-0606 Fax 435-674-5486  
 www.ivins.com

Received by: _____
Filing Fee: \$ _____
Receipt Number: _____
Date Received: _____

## REQUEST FOR RECORDS (GRAMA)

REQUESTOR'S NAME: \_\_\_\_\_ TEL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DESCRIPTION OF RECORD SOUGHT: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ DEPT. RECORD REQUEST FROM: \_\_\_\_\_

I would like to view/inspect the record (if records are not classified public, explain why you believe you are entitled to access):

- I am the subject of the record.
- I am the person that provided the information.
- I am authorized to have access by the subject of the record or the person who submitted the information. Documentation required by U. C. A. 63G-2-202 is attached.

I would like to receive copies of the record. I understand the Ivins City charges a fee for the copy of records, and that the copies will be provided subject to fees being paid. Fee for copies is \$1.00 per page. I authorize costs up to \$\_\_\_\_\_. If costs are greater than the amount I have specified, I further understand that Ivins City will contact me and not respond to a request for copies if I have not authorized adequate costs.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### RESPONSE TO REQUEST • FOR OFFICE USE ONLY

DATE REQUEST RECEIVED: \_\_\_\_\_ TIME: \_\_\_\_\_

REQUEST APPROVED - Requestor notified on \_\_\_\_\_

REQUEST DENIED - Written denial sent on \_\_\_\_\_

Requestor notified that office does not maintain record; and, if known, was notified of the name and address of the Agency that does maintain record

on, \_\_\_\_\_

Extension of time for extraordinary, circumstances. Notice sent \_\_\_\_\_

COPY FEES; \$ \_\_\_\_\_ - If waived, approved by \_\_\_\_\_

Cost authorization obtained from Requestor on \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

# HOW TO REQUEST A GOVERNMENT RECORD

**STEP 1 LOCATE THE RECORDKEEPER.** Find the department responsible for the record you are seeking. If possible go to that office and ask to inspect the record, which can be done at no charge. A formal written request is not needed if you are able to view the record at the same time the verbal request is made.

**STEP 2 MAKE A WRITTEN REQUEST.** If the record is not immediately available, submit a written request form (a form is provided on the other side of this sheet). Write the requests as precisely as possible and include as much information as possible. You may set a ceiling on the amount you will pay for your request.

**STEP 3 WAIT FOR A RESPONSE.** The department records officer must respond within 10 working days unless a reason for delay is cited. An expedited request may be made by the public or the media if the request benefits the public rather than the person. Expedited requests must be filled within 5 working days.

Ivins City may respond by one of the following;

- Approving the Request and providing the record.
- Denying the request.
- Notifying you that it does not maintain the record and providing, if known, the name and address of the government agency that does maintain the record.
- Notifying you that because of extraordinary circumstances, it cannot immediately approve or deny the request. Ivins City must cite the reasons, which could include:
  - Ivins City, another agency, or some governmental entity is currently using the record requested.
    - The record requested is for either a voluminous quantity of records or requires the City to review a large number of records or perform extensive research to locate the materials requested.
    - Ivins City is currently processing either a large number of records requests or is subject to extraordinary seasonal workloads in the processing of other work.
    - The request involves an analysis of legal issues to determine the proper response to the request.

When Ivins City cannot respond to a record request within the time frames provided, you will be given an estimate of the time required to respond to your request.

If your request is denied or the office fails to respond within the allowed time frames, there is an appeals process. For further information, contact the Ivins City Recorder's Office at 436-628-0606.