

# GRAMA REQUEST FORM



Date Rcvd.	_____
Time Received	_____

Millville City Municipal Code Title 2, Chapter 2.36 adopted by the Millville City Council on January 24, 2019 – 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@millvillecity.org](mailto:recordrequest@millvillecity.org)

**Utah Code §63G-2-204.**

- (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.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

REQUEST (include property address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Information/Copies Received By: \_\_\_\_\_

Date: \_\_\_\_\_

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## FEE SCHEDULE

TYPE OF SERVICE/DOCUMENT	FEE
Staff time after first 15 minutes in increments of 15 minutes	\$20.00 per hour
Black and white copies	\$0.20 per page
Color copies	\$2.00 per page
Flash Drive	\$15 per drive
Mailing Costs	Actual shipping fee

For requests that are expected to cost more than \$50.00, payment of estimated fees are required before beginning the process of fulfilling the records request.