



**WEST POINT CITY**  
3200 West 300 North  
West Point City, UT 84015  
801-776-0970

**REQUEST FOR RECORDS**  
(GRAMA REQUEST)

**Requestors Name:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_, **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Daytime Telephone Number:** \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In order for us to better fulfill your request, please explain reason for requesting records:**

\_\_\_\_\_  
\_\_\_\_\_

**If the requested records are not public, please explain why you believe you are entitled to access:**

\_\_\_\_\_

**Please indicate one of the following:**

\_\_\_\_\_ **I would like to INSPECT (view) the records.**

\_\_\_\_\_ **I would like to receive a PAPER copy of requested records**

\*I understand that I may be responsible for fees (\$20 per hour after the first quarter hour + copy or reproduction charges of \$10/page) associated with compiling, formatting, copying charges, etc. as permitted by UCA 63G-2-203.

\_\_\_\_\_ **I would like to receive an ELECTRONIC copy of requested records**

\*I understand that I may be responsible for fees (\$20 per hour after the first quarter hour) associated with the compiling, formatting, etc. of the records as permitted by UCA 63G-2-203.

**Pursuant to UCA Section 63-2-101:**

Record Request form must be filled out and returned before the record request can be processed.

**Pursuant to UCA Section 63G-2-204:**

The City shall respond to a written request for a public record within 10 business days after request is received. Expedited requests will be responded to within 5 business days if requester demonstrates that their record request benefits the public rather than the

**OFFICE USE ONLY**

Date request received: \_\_\_\_\_

- Request approved
- Request denied (UCA 63G-2-205)

Date records provided: \_\_\_\_\_

Date informed of denial: \_\_\_\_\_

City Recorder's Signature: \_\_\_\_\_