

GRAMA REQUEST FORM



Date Rcvd/Initials	_____
Time Received	_____

Logan Municipal Code Title 2, Chapter 65 adopted by the Logan Municipal Council on September 4, 2018 – 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 loganrecordrequest@loganutah.org

Utah Code §63G-2-204. Requests - Time limit for response and extraordinary circumstances.

(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.

A FEE MAY APPLY: \$ _____

Date: _____

Print Name: _____

Email Address: _____

Mailing Address: _____

Phone Number: _____

REQUEST (include property address): _____

Information/Copies Received By: _____

Date: _____

OFFICE USE ONLY:			
Completed By: _____	Date: _____	\$5.00 x _____	= \$ _____
# of Pages Copied _____	Format _____	\$.20 x _____	= \$ _____
Date Notified _____	Date Sent _____	Total	\$ _____
File Saved As: _____			

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FEE SCHEDULE

TYPE OF DOCUMENT	FEE
FOR EACH COPY OF A PUBLIC RECORD	\$0.20 per page
CD/DVD COPIES AND 911 RECORDINGS	\$15.00 per CD or DVD
PRINTED PHOTOS IN COLOR	\$2.00 per page
STATE ACCIDENT REPORTS	\$5.00 or as established by state law
CERTIFIED COPIES	\$5.00 per page certified, or as established by state law

The City of Logan, after the first quarter hour of staff time, may charge an hourly charge, not exceeding \$15.00 an hour in increments of 15 minutes.