

# Government Records Access and Management Act

All GRAMA Inquiries for Roy City Corporation shall be submitted to:

Email:

[admin@royutah.org](mailto:admin@royutah.org)

Mail:

Roy City Corporation  
Attn: City Recorder  
5051 South 1900 West  
Roy, Utah 84067

Hand Delivery:

Roy City Corporation  
City Records Office  
5051 South 1900 West  
Roy, Utah 84067

Under GRAMA, Roy City Corporation responds to requests for records that are prepared, owned or retained by Roy City. GRAMA is an attempt to balance the public's constitutional right of access to information concerning public business, the individual's constitutional right of privacy when the government gathers personal data and the public policy interest in allowing a government to restrict access to certain records for the public good.

**Roy City Records Request Form**  
**Must be submitted in writing to:**  
**Recorders Office, 5051 South 1900 West, Roy, Utah 84067**  
**(801) 774-1021**

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

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Person making request

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

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

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

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

- I would like to view/inspect the record.
- I would like to receive copies of the record. I understand that I may be responsible for fees associated with copying charges or research charges as permitted by UCA 63G-2-203. I authorize costs of up to \$\_\_\_\_\_.

I am requesting a waiver of copy costs because:

Releasing the record primarily benefits the public rather than a person. Please explain:

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- I am the subject of the record
- I am the authorized representative of the subject of the record
- My legal rights are directly affected by the record and I am impoverished (please attach information supporting your request for a waiver of fees)

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 UCA 63G-2-202, is attached
- Other (please explain):

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I am requesting expedited response a permitted by UCA 63G-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.

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Response to Request – **FOR OFFICE USE ONLY**

Date Request received: \_\_\_\_\_ Request approved: \_\_\_\_\_

Request Denied: \_\_\_\_\_ Date request filled: \_\_\_\_\_

City Records Manager Signature \_\_\_\_\_

Copy Fees: \_\_\_\_\_ if waived, approved by \_\_\_\_\_