

GRAMA REQUEST FORM



Date Rcvd. _____

Time Received _____

Millville City Municipal Code Title 2, Chapter 2.36 – Requests for Access to records shall be made in writing, and be submitted by first class mail; hand delivery; or electronically to the Millville City Recorder.

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: _____

GRAMA REQUEST FORM



Date Rcvd. _____
Time Received _____

FEE SCHEDULE

TYPE OF SERVICE/DOCUMENT	FEE
Staff time after first 15 minutes in increments of 15 minutes	\$30.00 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.