GRAMA Request Form

Note: Utah Code **§** 63G-2-204 (GRAMA) requires a person making a records request furnish the governmental entity with a written request containing the requester's name, mailing address, daytime telephone number (if available); and a description of the record requested that identifies the record with reasonable specificity.

Requester's information

Name: Tom Harvey

Address: ████████

City/State/zip: ██████████

Daytime telephone number: ██████

Request made to

Government agency or office: Office of the State Auditor

Address: mteerlink@utah.gov

City/State/zip:

Records requested

Note: The more specific and narrow the request, the easier it will be for an agency or office to respond to the request. If you are unsure about the records' description, contact the agency or office records officer.

Note: Government keeps records in "series" or groups of records. To find out what series an agency or office maintains, visit the Archives' website, http://archives.utah.gov. The record series retention schedules on the Archives' website include relevant descriptions.

Title or series number of records (if known): _____

Description of records including all relevant information—location of event(s) described in records, city, county, address; date range of the records; names of the person(s); and subject of the request.

I'm seeking all records and correspondence related to the State Auditor's investigation of the Utah League of Cities and Towns (audit issued in January of 2017) and the subsequent OSA investigation of the Utah Municipal Finance Cooperative (aka Utah Municipal Finance Agency), the Utah Municipal Finance Cooperative II and the Utah Municipal Finance Cooperative II Trust. Please include any interoffice communication about the audit and investigations. Please specifically list any records that are considered privileged under GRAMA or attorney/client privilege. Also, I would like the results of this GRAMA request to come in electronic form .

Note: If the record has a restricted access, GRAMA provides that certain individuals may still receive access.

☐ I am the subject of the record

☑ I am the authorized representative of the subject of the record

☐ I provided the information in the record

Considerations about the desired response

I would like to:

☐ View or inspect the records only

☑ Receive a copy of the records and pay associated fees. Please notify me if the amount will exceed
$ 100.00

☐ Receive a copy of the records and request a fee waiver. According to Utah Code **§** 63G-2-203,

  ☐ Releasing the record primarily benefits the public

  ☐ I am the subject, or authorized representative, of the record

  ☐ My legal rights are directly implicated by the information of the record because
  _____ , and I am impecunious

☐ Receive an expedited response (5 days) because releasing the record benefits the public; I request the
information for a story or report for publication or broadcast to the general public

Agency use only

Date request received: _____   Time limit for response: _____

Classification of records (check all that apply):

☐   Public, records provided (date)   _____

☐   Private, legal citation § § 63G-2-302 or 303 _____

☐   Controlled, legal citation § 63G-2-304   _____

☐   Protected, legal citation § 63G-2-305   _____

☐   Governed by court rule, another state statute, federal statute, or federal regulation

_____

☐   Not a record

Disclosure of restricted records:

Is access authorized?

Private: ☐   Requester is the subject of the record

☐   Requester is authorized pursuant to Utah Code § 63G-2-202(1) and has supplied
      required documentation

☐   Requester is not authorized to have access

Controlled: ☐   Requester is authorized pursuant to Utah Code § 63G-2-202(2) and has supplied
      required documentation

☐   Requester is not authorized to have access

Protected: ☐   Requester submitted the record

☐   Requester is authorized pursuant Utah Code § 63G-2-202(4) and has supplied
      required documentation

☐   Requester is not authorized to have access

Identification provided: _____

Response:

☐   Approved, requester notified on   _____

☐   Denied, written denial sent on   _____

☐   Requester notified agency does not maintain record on   _____

☐   Extraordinary circumstances invoked, legal citation   _____

Consequent arrangements and time limits   _____

Fee:_____

If waived, fee waiver approved by: _____

Note: Please refer to GRAMA Classification form and GRAMA Fee form for assistance. If access to
records is denied in part or in whole, please use the GRAMA Notice of Denial form.