



SMITHFIELD CITY RECORDS REQUEST FORM (GRAMA)

96 South Main

Smithfield, UT 84335

smithfieldutah.gov

recordrequest@smithfieldutah.gov

***Required Field**

Requester Information

*First Name:		Middle Initial:		*Last Name:	
*Mailing Address:					
*City, State, Zip:					
*Phone Number:					
*Email					

*Description of Records Requested (Be specific. Include subject, keywords, date range, and department if known. Broad requests like 'all records' may be delayed or denied under GRAMA):

Case Number (if known):

*How would you like to receive the records? (if approved)

- ☐ To view or inspect the records only.
☐ A copy of the records. I am willing to pay up to the amount stated below. (see Fee section)
☐ A copy of the records and to request a fee waiver according to Utah Code. (see Fee section)

Non-Public Records

If the record has restricted access, the law allows certain individuals access if one of the following applies:

- ☐ I am the subject of the record.
☐ I provided the information in the record.
☐ I have power of attorney or notarized release from the subject of the record.
☐ I am the authorized representative of, guardian/incapacitated minor/adult.
☐ None of these apply.

(Please attach any relevant documentation for your request of non-public records to this application)

Expedited Handling

Are you requesting an expedited response? (Fewer than 10 business days) ☐ Yes ☐ No

If yes, explain how you meet the criteria under GRAMA for an expedited response:

News or Publication

Will the record be used for a news story or publication? ☐ Yes ☐ No

(i.e. proof of your status as a member of the media and statement that the record is needed for a story/broadcast)

Explain proof of your status as a member of the media and a statement that the record is needed for a story/broadcast:
(please attach supporting documentation):

Explain other justification that release of the record will benefit the public:

Fees

All GRAMA records requests may be subject to research/copy fees.

Are you requesting a fee waiver? ☐ Yes ☐ No (if No, skip to Acknowledgments and Signature)

Do you wish to be contacted if the cost of providing records exceeds a certain amount? ☐ Yes ☐ No

State the cost not to exceed: _____

Reason for fee waiver request:

- ☐ I am the subject of the record
 - ☐ I am an impecunious individual (without money) whose legal rights are affected by access to the requested records
 - ☐ Release of the records primarily benefits the public rather than me (explain the space below):
-
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Explain anything else you would like to be taken into consideration regarding this request:

Acknowledgments and Signature

The information I am submitting on this form is true and correct to the best of my knowledge. ☐ Yes

*Signature:

*Date:

Any further questions regarding this request can be directed to:

Smithfield City Recorder's Office
96 South Main, Smithfield, UT 84335
(435) 792-7997 Email: recordrequest@smithfieldutah.gov

We are collecting your personal data to facilitate the submission of your GRAMA request. If you would prefer not to provide this data, then you will be unable to submit a GRAMA request using this form or website. Some personal data is required in order to submit a GRAMA request, per Utah Code [63G-2-204\(1\)](#) (2023). Your personal data will be shared with the agency you have requested a record from. We will not share your data with any other third-parties unless required by law. The personal data collected by this form is designated primarily as public and secondarily as private. If you have any questions, please contact us at info@smithfieldutah.gov.