Reset Form

REQUEST FOR A RECORD
Utah Government Records Access and Management Act

To: **NEBO SCHOOL DISTRICT**
Legal Department
350 South Main
Spanish Fork, Utah 84660

Person Making Request:

Name: _____ Telephone:_____ Email:_____

Mailing Address: _____ City: _____ State: _____ Zip:_____

I desire ☐ access to or ☐ copies of the following records (describe with reasonable specificity, attach additional sheet(s) if necessary): _____
_____
_____
_____
_____
_____
_____

☐ see additional sheet(s) attached.

This request is submitted under the authority of Utah Code, Section 63G-2-101, et seq. (GRAMA).

If applicable, check one of the following and attach necessary documentation.
☐ 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.
☐ I believe this request should be handled as an expedited five (5) day request under Utah Code, Section 63G-2-204(3), because, for the reasons outlined in the attached explanation, expedited response to this request benefits the public rather than the person making the request (i.e., news media). If applicable, describe the reasons the public will benefit from early response to this request and attach the summary to this request. Without this response the request will be handled as soon as reasonably possible, but can take up to ten (10) business days to be granted.
☐ Other. Explain_____

I agree to pay a reasonable fee to cover the actual cost of duplicating a record if copies are requested, not to exceed $_____, in conformance with Nebo School District's formal written policy adopted by the Board of Education. I understand that there is no charge for inspecting a record. I further understand that Nebo School District will contact me if estimated costs are greater than the amount I have specified and that the District will not respond to a request for copies if I have not authorized adequate costs.

Date: _____ _____
Signature of Person Making Request

GRAMA Fees:

Cost per single sided copy	$ .10
Cost per double sided copy	$ .15
Research and compiling cost per hour . . . . . (In excess of 15 minutes)	per policy

If the total amount due is expected to be more than $50.00, advance payment is required.