

**City Of Santa Clara**  
**2603 Santa Clara Dr. Santa Clara, UT. 84765**  
**(435) 673-6712 Fax (435) 628-7338**

**INFORMATION RELEASE REQUEST/GRAMA**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE & ZIP: \_\_\_\_\_

INFORMATION REQUEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ DATE RELEASED: \_\_\_\_\_  
10 DAY REQUEST REPLY PERIOD (GRAMA)\*

REASON FOR REQUEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*INFORMATION SHALL BE RELEASED TO MEDIA WITHIN 5 DAYS

CLASSIFICATION OF MATERIAL RELEASED:

PUBLIC: \_\_\_\_\_

PRIVATE: \_\_\_\_\_ RECORDS OPEN ONLY TO THE INDIVIDUAL TO WHOM THE RECORDS PERTAIN & OTHER AUTHORIZED PERSONS OR AGENCIES.

CONTROLLED: \_\_\_\_\_ RECORDS OPEN TO AUTHORIZED PERSONS OR AGENCIES, BUT NOT OPEN TO THE INDIVIDUAL TO WHOM THE RECORDS PERTAIN.

PROTECTED: \_\_\_\_\_ RECORDS THAT ARE OPEN ONLY TO THE PERSON WHO SUBMITTED THE INFORMATION & THEIR AUTHORIZED PERSONNEL OR AGENCIES.

EXEMPT: \_\_\_\_\_ RECORDS WHERE DISCLOSURE IS LIMITED EXPRESSLY BY COURT RULE, ANOTHER STATE STATUTE, FEDERAL STATUTE OR FEDERAL REGULATION.

FEE: \_\_\_\_\_ COPY COST AS PER FEE SCHEDULE. (.15 CENTS PER PAGE IN HOUSE)  
\_\_\_\_\_ @ \$25.00 PER HOUR. (Pro rated by ¼ hr. after 1<sup>st</sup> 15 minutes-\$6.25 per quarter after 1<sup>st</sup> quarter).

\_\_\_\_\_ HOUSE PLANS: \$25 SET UP FEE, PLUS \$3 PER SHEET

PAID: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_