UTAH STATE LEGISLATURE
REQUEST FOR A RECORD
under the
GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (Utah Code Title 63G, Chapter 2) and
UTAH LEGISLATURE POLICIES AND PROCEDURES FOR HANDLING RECORDS REQUESTS

Date: ____________________________
From: ______________________________________________________
      (Name of person submitting record request)
      ______________________________________________________
      (Mailing address of person submitting record request)
      ______________________________________________________
      (City)   (State)  (Zip code)
      ______________________________________________________
      (Daytime telephone number of person submitting record request)
      ______________________________________________________
      (Email address of person submitting record request)

To:    ☐ House of Representatives
       ☐ Senate
       ☐ Office of Legislative Auditor General
       ☐ Office of Legislative Fiscal Analyst
       ☐ Office of Legislative Research and General Counsel

I request the following record or records (must be identified with reasonable specificity):
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

I am requesting only records\(^1\) ☐ sent, ☐ received, or ☐ created from _________ to _________
(Date)  (Date)

If you are requesting that we search email or other electronic records relating to specific topics, please specify the
search terms\(^2\) you would like us to use to identify the records you are requesting:
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

☐ I request an expedited response based on the following (you must demonstrate that this request for records
benefits the public rather than yourself -- an expedited response request is not automatically granted):
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

\(^1\)Declining to limit your request to particular dates may increase the volume of records and the amount of
staff time required to identify, segregate, and classify the records, resulting in higher fees.

\(^2\)Declining to identify search terms may increase the volume of records and the amount of staff time
required to identify, segregate, and classify records, resulting in higher fees.

Revised 9/16/20