

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 records¹ 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 terms² 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):

¹Declining 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.

²Declining 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.