

**WEBER STATE UNIVERSITY
GRAMA REQUEST FOR RECORDS**

Send to: University Records Officer, Weber State University, 3850 Dixon Parkway, Dept. 1014, Ogden, UT 84408-1014, or email to: GRAMA@weber.edu. The response to a request may be delayed if it is not directed properly.

Please describe the record sought below. The University is not required to fulfill a request if the record is not identified with reasonable specificity. See U.C.A. 63G-2-201(7)(b).

_____ I would like to inspect the records.

_____ I would like to receive copies of the records. I understand that I will be responsible for actual costs. I authorize costs of up to \$_____. I further understand that Weber State University will contact me if costs are greater than the amount I have specified, and that Weber State University will not respond to a request for copies if I have not authorized adequate costs. The University will require payment of fees before beginning to process a request if costs exceed \$50.00 or requester has not paid fees from a previous request.

_____ I would like to receive copies of the records. I request a waiver of copy costs. (Please attach information supporting your request; see U.C.A. 63G-2-203(4) for a list of situations under which an agency may elect to provide copies without charge.)

If applicable, check one of the following. Be prepared to show a picture ID and attach necessary documentation. (Notarized Release.)

_____ I am a 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.

_____ Other: _____

Name: _____

Address: _____

_____ My day time telephone number is: (____) _____

_____ I am requesting expedited response. (Please attach information that shows your status as a member of the media and a statement that the records are required for a story for broadcast or publication; or please attach other information that demonstrates that you are entitled to expedited response under U.C.A. 63G-2-204(3).)

Signature

Date