

GRAMA Request for Information about At-Risk Employee to be Classified as Private

Note: Utah Code § 63G-2-303 provides that certain information for at-risk employees and their family members be classified as private upon their written request. Utah Code § [63G-2-303\(1\)\(a\)](#) defines which employees are “at-risk” and § [63G-2-303\(1\)\(b\)](#) defines a “family member.”

Requester's information

Name: _____

Address: _____

City/State/zip: _____

Daytime telephone number: _____

Request made to

Government agency or office holding information: _____

Address: _____

City/State/zip: _____

Request

Qualifying employment that justifies at-risk status:

Names of family members whose information should also be private:

Information requested to be classified as private:

- home address
- home phone number
- Social Security number
- insurance coverage
- marital status
- payroll deductions

Designate each specific record series or parts of record series containing information to be classified as private:

I, _____, request that the information designated above shall be classified as private in the designated records, attached, and that it not be released to anyone except to me or to someone I authorize. Further, I understand that requesting this classification may affect my ability to receive official announcements and notifications from this office.

Signature: _____ Date: _____

Office use only
Name of person processing this request: _____
Date action taken to restrict access to information as private: _____
Verification/validation of at-risk employment: _____
Date of validation: _____