

GRAMA Records Request Referral

use to refer a records requester to another governmental entity

Notes: Utah Code § 63G-2-204(4) states that after a governmental entity has received and reviewed a records request, it should notify the requester if it does not maintain the record, and if known provide the name and address of the governmental entity that does maintain the requested record.

As provided in Utah Code § 63G-2-204(2), a governmental entity may not disclose records received through record sharing as outlined in Utah Code § 63G-2-206.

Respondent information:

Record officer or respondent name:

Date:

Address:

City:

State: Utah ZIP:

Telephone number:

Email address:

Requester information:

Name:

Address:

City:

State: ZIP:

Daytime telephone number:

Email address:

Statement of records officer's response:

A referral is provided for the following records:

Record(s) are not maintained by this governmental entity.

Record(s) were received through record sharing and therefore cannot be provided.

Referral is made to:

Name of governmental entity:

Address:

City:

State: Utah ZIP:

If known, name of records officer:

Telephone number:

Email address: