

GRAMA Records Request Notice (Referral)

Date: _____

Note: Utah Code § [63G-2-204\(3\)](#)(b)(iii) states that the governmental entity shall notify the requester if “it does not maintain the record requested and provide, if known, the name and address of the governmental entity that does maintain the record.”

Requester’s information

Name: _____

Address: _____

City/State/zip: _____

Daytime telephone number: _____

Respondent’s information

Records/GRAMA officer: _____

Government agency or office: _____

Address: _____

City/State/zip: _____

Records requested

Record access considerations

This agency does not maintain the records responsive to your request. Please refer your request to:

Records/GRAMA officer: _____

Government agency or office: _____

Address: _____

City/State/zip: _____