

GRAMA Records Request

A request for access to records shall be made in writing and must include the information required by Utah Code Annotated Section [63G-2-204](#). It shall be submitted by first class mail, hand delivery, or electronically to the Records Officer as follows:

For records maintained by the Richmond City, Office of the City Recorder, 90 South 100 West, Richmond, Utah, 84333. Electronically submitted requests shall be sent to recordrequest [at] richmondutah.org.

Requests submitted in a manner other than set forth herein will not be accepted.

Request forms are available [HERE](#) or at the Park Community Center at 90 South 100 West, Richmond

The form referenced above is mandatory and a requestor is required to use this form when submitting a records request. Additional items may be attached to the form if needed.

Adopted per [Ordinance 2018-5](#)

Supporting Documents

Record Request Form 29.03 KB