



**Utah Department of Public Safety
Highway Safety Office
Governmental Records Access and Management Act (GRAMA)**

**Send requests to:
Barbra Freeman, Traffic Records Manager
4501 South 2700 West Bldg. #3 - 2nd Floor
Taylorsville, Utah 84129
Office (801) 965-4400 Fax (385)465-6038
bafreeman@utah.gov**

Date: _____

Name of Requestor: _____

Company Name (if applicable): _____

Address: _____

City/State/Zip: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

In accordance with the Governmental Records Access and Management Act (GRAMA), I hereby request to view the following public records (please provide as much detail as possible):

Policies

- The Utah Department of Public Safety may charge a reasonable fee to cover actual cost of providing a record. The actual costs may include the following: The cost of staff time for compiling, formatting, manipulating, packaging, summarizing, or tailoring the record either into an organization or media to meet the person's request; the cost of staff time for search, retrieval, and other direct administrative costs for complying with a request; and in the case of fees for a record that is the result of computer output other than word processing, the actual incremental cost of providing the electronic services and products together with a reasonable portion of the costs associated with formatting or interfacing the information for particular users, and the administrative costs. The first 15 minutes of staff time is free.
- The requestor may be required to pay a deposit on estimated fees before beginning to process a request if fees are expected to exceed \$50.00.
- Motor vehicle traffic crash reports are protected and confidential and may be disclosed only in accordance with Utah Code 41-6a-404.
- The Utah Department of Public Safety has 10 working days to respond to the information request. This time starts when the request reaches the appropriate personnel for the requested files.