



# PAYSON CITY RECORDS REQUEST

Fees	
Copies per page	\$0.25
Certified copies per page plus copy cost	\$5.00
Hourly rate plus copy cost	\$20.00
Accident reports	\$6.50
CD	\$1.00

### Requester's Information *(Please Print)*

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

**Records Request** (Describe specifically including location of event(s), date range, names of person(s), and subject. Attach additional pages if needed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I would like to view or inspect the records.
- I would like to receive a copy of the records. I understand I am responsible for copy costs as well as any costs for compiling, formatting, summarizing, etc. I authorize costs up to \$\_\_\_\_\_. I further understand that the city will contact me if estimated costs are greater than the amount I have specified and that the city will not fulfill a records request if I have not authorized adequate costs.
- I would like to receive a copy of the records and request a waiver of the costs. (Please attach information supporting your request per UCA 63G-2-203(4), which lists situations under which entities may fulfill a request without charge.)
  - Releasing the record primarily benefits the public.
  - I am the subject, or authorized representative, of the record.
  - My legal rights are directly implicated by the information of the record because \_\_\_\_\_, and I am impecunious.
- I would like to receive a copy of records that are private, controlled, or protected. (Please attach information supporting your request per UCA 63G-2-202, which lists the requirements under which entities may disclose these types of records.)
  - I am the subject of the record.
  - I am the authorized representative of the subject of the record.
  - I provided the information in the record.
- I am requesting an expedited response (5 days). (Please attach information that shows your status as a member of the media and a statement that the records are required for a story, broadcast, or publication; or attach other information demonstrating that release of this information will benefit the public.)

*Note: The requested information will be provided within ten (10) business days, or five business days if the requester demonstrates the requirements of an expedited response, and according to UCA 63G-2-204.)*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CITY USE ONLY**

Date Received \_\_\_\_\_ Date Due \_\_\_\_\_ Date Completed \_\_\_\_\_ Amount Due \$ \_\_\_\_\_

Received by \_\_\_\_\_ Completed by \_\_\_\_\_ Date Requester Notified \_\_\_\_\_ Date Picked Up \_\_\_\_\_

Copies b/w \_\_\_\_ (8.5x11 \_\_\_\_ 11x17 \_\_\_\_) Copies color \_\_\_\_ (8.5x11 \_\_\_\_ 11x17 \_\_\_\_) Hours \_\_\_\_ Postage \_\_\_\_ Supplies \_\_\_\_

If fee is waived, fee waiver approved by \_\_\_\_\_  
Print Name Signature

**Classification of Records (check all that apply)**

- Public \_\_\_\_\_
- Private (legal citation UCA 63G-2-302 or 303) \_\_\_\_\_
- Controlled (legal citation UCA 63G-2-304) \_\_\_\_\_
- Protected (legal citation UCA 63G-2-305) \_\_\_\_\_
- Governed by court rule, another state statute, federal statute, or federal regulation \_\_\_\_\_
- Not a record

**Disclosure of restricted records (Is access authorized?)**

- Private  Requester is the subject of the record
- Requester is authorized pursuant to UCA 63G-2-202(1) and has supplied required documentation
- Controlled  Requester is not authorized to have access
- Requester is authorized pursuant to UCA 63G-2-202(2) and has supplied required documentation
- Protected  Requester is not authorized to have access
- Requester submitted the record
- Requester is authorized pursuant to UCA 63G-2-202(4) and has supplied required documentation
- Requester is not authorized to have access

Identification provided: \_\_\_\_\_

**Response**

- Approved, requester notified on \_\_\_\_\_
- Denied, written denial sent on \_\_\_\_\_
- Requester notified agency does not maintain record on \_\_\_\_\_
- Extraordinary circumstances invoked, legal citation \_\_\_\_\_

Consequent arrangements and time limits \_\_\_\_\_