

Utah Government Record Request Form

To _____

(The response to a request may be delayed if it is not directed properly. To find out where to direct a request, consult the agency's rules or phone the agency or the State Archives. Sandy City Recorder - 801-568-7135 Fax: 801-568-7137; State Archives - 801-531-3848.)

Description of record sought (record must be described with reasonable specificity):

- I would like to inspect (view) the records.
- I would like to receive a copy of the records. I understand I may be responsible for fees associated with copying charges or research charges as permitted by **UCA 63G-2-203**. I authorize costs up to \$ _____.
- UCA 63G-2-203 (4)** encourages agencies to fulfill a record request without charge. Based on **UCA 63G-2-203(4)**, I am requesting a waiver of copy costs because:
- releasing the record primarily benefits the public rather than a person
(please explain) _____

- I am the subject of the record
- My legal rights are directly affected by the record and I am impoverished.
(PLEASE ATTACH INFORMATION SUPPORTING YOUR REQUEST FOR WAIVER)

If the requested record is not public, please explain why you believe you are entitled to access.

- I am the subject of the record.
- I am the person who provided the information.
- I am authorized to have access by the subject of the record or by the person who submitted the information. **Documentation required by UCA 63G-2-202 must be attached.**
- Other. Please explain: _____

I am requesting an expedited response as permitted by **UCA 63G-2-204(3)(b)**. Please attach documentation that indicates your status as a member of the media with a statement that the records are required for a story for broadcast or publication; or other information that demonstrates you are entitled to an expedited response.

Requestor's Name: _____
Mailing Address: _____
Daytime Phone: _____
Email Address: _____

Signature: _____ **Date:** _____

Received by: _____ **Date:** _____