

## Harrisville City Request for Records

(Utah Government Records Access Management Act)

Chapter 2 of Title 63 of the Utah Code Annotated

Requestor's Name:		Email:	
Mailing Address:			
City:	State:	Zip code:	Phone:
Description of record sought: (records must be described with reasonable specificity)			

- I would like to view/inspect the record.
- I would like to receive copies of the record. I understand that Harrisville City charges a \$25.00 per copy fee for copies of records, and that copies will be provided subject to fees being paid as permitted in U.C.A. §63-2-203. I authorize costs of up to \$\_\_\_\_\_. If cost are greater than the amount I have specified, I further understand that the office will contact me and will respond to a request for copies if I have not authorized adequate costs. Waivers request for fees may be filed pursuant to U.C.A §63-2-203(4).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If the records requested are 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 requested.
- Pursuant to U.C.A. §63-2-202, I am authorized to have access to the subject of the record or by the person who submitted the information as evidenced by documents filed and herein attached as required by law.
- Other. Please explain: \_\_\_\_\_

Expedited response is permitted only as outlined in U.C.A. §63-2-204(3) (b).

- I am requesting expedited response as authorized by law and I have attached documentation showing my status as a member of the media and a statement that the records are for media purposes; or other information that demonstrates I am entitled to expedited response.

Official use only:

Date this request was received: \_\_\_\_\_ Time \_\_\_\_\_

Action taken:

- Approved – Requestor notified on \_\_\_\_\_
- Denied – Written denial sent on \_\_\_\_\_
- Requestor notified that office does not maintain record; and, if known was also notified of the name and address of agency that does maintain record on \_\_\_\_\_
- Extension of time for extraordinary circumstances. Required notice sent \_\_\_\_\_

Copy fees accrued: \$ \_\_\_\_\_ If waived, approved by \_\_\_\_\_

Cost authorization obtained from requestor on \_\_\_\_\_

\_\_\_\_\_  
Signature