

## REQUEST FOR HILDALE CITY RECORDS

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Specifically describe the records you are requesting, fill out a separate form for each record series you are requesting access to:

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What would you like to do? Check One.

\_\_\_\_\_ View or inspect the record only

\_\_\_\_\_ Receive a copy of the record

Fees: (The first three pages and the first fifteen minutes are provided at no charge.)

Copy of the record: at \$0.40 per page, each printed side constitutes one page.

Staff Time: at \$18/hr for compiling, formatting, manipulating, packaging, summarizing, tailoring, searching, and retrieving the record either into an organization or media to meet the request.

Administrative Costs: Other administrative costs for complying with the request, including but not limited to compact discs, USB memory sticks, etc.

I acknowledge that certain fees may apply to this request. If such fees are expected to exceed \$50.00 pre-payment may be required before work begins to fill this request.

Requestor Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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CITY OFFICE USE

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

**HILDALE CITY OFFICE USE ONLY**

**Classification of Record (Check all that apply):**

- Public record provided on \_\_\_\_\_
- Private, UCA 63G-2-302, 303 \_\_\_\_\_
- Controlled, UCA 63G-2-304 \_\_\_\_\_
- Protected, UCA 63G-2-305 \_\_\_\_\_
- Governed by court rule, state statute, federal statute, or regulation.
- Not a Record

**Disclosure of restricted records:**

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

**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 \_\_\_\_\_

**Fee:**

- \$0.40/page, each printed side is one page. (First 3 pages free). Number of Pages: \_\_\_\_\_
- \$18/hour of staff time required to fill request. (First 15 minutes free). Number of Hours: \_\_\_\_\_
- Administrative Costs: Specify: \_\_\_\_\_
- Total Amount Due before records are released