



Pleasant Grove City Records Request Form

Name of Person Requesting Records:			
Street Address	City	State	Zip Code
Date	Day Time Telephone	Email Address	

DESCRIPTION OF RECORD SOUGHT IN DETAIL

PLEASE INITIAL THOSE THAT APPLY:

I would like to inspect the records.

I would like to receive a copy of the record. I understand and agree to the following: **I will pay costs associated with the provision of the record. I authorize the cost up to \$** **. Employee time to compile and copy a record, the city shall charge Thirty-Five Dollars (\$35.00) per hour. In determining the fee, the city shall round up to the next hour period for times in between.** I further understand that I will be contacted if the estimated costs are greater than the amount I have specified and the city will not respond to a request until I have authorized adequate costs. Photocopies shall be \$.25 per copy for 8 ½ x 11 one-sided copies, double-sided copies (8 ½ x 11) shall be \$.50 per copy, 11 x 14 and larger photocopies shall be \$.75 per copy, colored copies (per copy) are: 8 ½ x 11, \$2; 11 x 17, \$4; 22 x 17, \$8.50; 36 x 24, \$15; and 42 x 36, \$25.

I would like to receive copies of the records and request a waiver of costs. (Please attached information supporting your request. (See UCA 63G-2-203(04).)

I am the subject of the requested record.

I am the provider of the information in the requested record.

I am authorized to have access by the subject of the records or by the person who submitted the information. (Provide authorization)

I am requesting expedited response. (Please attach information that shows your status as a member of the media and records are required for a story, for broadcast or public action; or attached other information that demonstrates that you are to expedited response under UCA 63G-2-204(3).)

Note: Copies of the information requested will be provided as soon as reasonably possible, but no later than ten business days after receiving a written request or five business days after receiving a written request if the requester demonstrates that expedited response to the record request benefits the public rather than the person. **I recognize this record request form is a public record.**

Signature	Date
<i>This request may be delayed if all the information is not provided</i>	

FOR OFFICE USE ONLY	
Date Received: _____	Due Date: _____
Received by: _____	Date Completed: _____
Completed by: _____	Date picked up: _____
Amount Due: _____	

Signature: Pleasant Grove City Recorder