

# Pleasant Grove City Records Request Form

Name			
Street Address	City	State	Zip Code
Day Time Telephone	Email Address	Date & Time	
<b>Status (check all that apply)</b> <input type="checkbox"/> Not applicable because the requested record is a <b>Public</b> record. <input type="checkbox"/> I am the subject of the requested record. <input type="checkbox"/> I am the parent or legal guardian of a minor who is the subject of record. <input type="checkbox"/> I am the provider of the information in the requested record. <input type="checkbox"/> I have a "power of attorney" or notarized release from the subject of the record or from the provider of the information in the requested record. <input type="checkbox"/> I have a legislative subpoena or court order requesting the record.			
<b>Description of the requested record:</b> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>			
<b>Agreement:</b> In requesting this record, I understand and agree to the following: I will pay costs associated with the provision of the record. 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. If it requires longer than (15) fifteen minutes of employee time to compile and copy a record, the city shall charge twelve dollars and fifty cents (\$12.50) per hour thereafter. In determining the fee, the city shall round up to the next hour period for times in between. Other than the fee for photocopies or certification, there is no charge for the first twenty minutes. Certified copies, \$5. If the certified record is composed of more than one (1) page and each page needs to be certified, there shall be no additional charge for certification of the record over the initial \$5 fee. I will allow a maximum of (10) ten working days for Pleasant Grove City to compile the record (or five (5) days if I show that such expedition will benefit the public more than my person); I will recognize that this completed <i>Records Request Form</i> is a public document.			
_____ Signature		Total Fee Due \$ _____	

### For Office Use Only

Record Classification	Record Status
<input type="checkbox"/> <b>Public Records (UCA 63G-2-301)</b>	<input type="checkbox"/> <b>Approved</b> Available on _____
<input type="checkbox"/> <b>Private Records (UCA 63G-2-302)</b>	<input type="checkbox"/> <b>Denied</b> Citation _____
<input type="checkbox"/> <b>Controlled Records (UCA 63G-2-304)</b>	<input type="checkbox"/> <b>Request for Extraordinary Circumstances (UCA 63G-2-204)</b>
<input type="checkbox"/> <b>Protected Records (UCA 63G-2-305)</b>	Estimated Availability _____

\_\_\_\_\_  
Signature: Pleasant Grove City Recorder