

**BOUNTIFUL CITY RECORDER  
(801) 298-6142**

**795 South Main Street  
Bountiful, Utah 84010  
info@bountiful.gov**

## **RECORDS REQUEST**

Requester: \_\_\_\_\_  
Name \_\_\_\_\_ Daytime telephone \_\_\_\_\_

Address: \_\_\_\_\_  
City, \_\_\_\_\_ State, \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

### **I**

In accordance with the Governmental Records Access Management Act, I am requesting  
[ ] to inspect [ ] to copy [ ] a certified copy [ ] an e-copy of the following records:  
(Must be very specific)

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I understand that the cost of copying, certifying and research are my responsibility and authorize costs up to  
\$ \_\_\_\_\_.

Copies--\$.10 per page; Certification--\$2 each;

Research, 1-15 minutes--no charge; over 15 minutes—rate, including benefits (if any), of  
lowest paid employee available to perform the service required.

### **II**

If records requested are not public, 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.  
Affidavit required by UCA 63G-2-202 is attached.  
 Other (explain) \_\_\_\_\_

### **III**

I am requesting expedited response. (Please attach information that shows your status as a member of the media and a statement that the records are required for a story for broadcast or publication; or please attach information that demonstrates that you are entitled to expedited response under Utah Code.)

### **IV**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_