

RECORDS REQUEST

Requester's name: _____

Address: _____

Daytime phone: _____ Date: _____

If records are filed by social security number, provide the number: _____

In accordance with the Government Records Access & Management Act, I am requesting to:

- View the record(s); or Receive a copy of the following record(s):

Describe specifically:

Which I believe are collected, filed, and/or used by the following:

If requested records 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. Documentation required by UCA 63G-2-202, is attached.
- Other (Please explain.) _____

Signature: _____ Date: _____

If requested records are classified "Controlled", sign the following:

ACKNOWLEDGMENT

I hereby acknowledge that I am a physician, psychologist, or certified social worker and that I will not disclose controlled information to any person, including the subject of the record, except in response to a lawful order of the State Records Committee or the district court.

Signature: _____ Date: _____

NOTICE OF DENIAL

Your request for the following records or portion of records has been denied:

These records are exempt from disclosure by the following:

Court order: _____

Statute: _____

You have the right to appeal the denial to the chief administrative officer (UCA 63G-2-205(2)(c) (1992)). A notice of appeal must be submitted within 30 days. Your notice of appeal must include your name, mailing address, a daytime telephone number, and explanation of what relief you are seeking. Any supporting information should also be included. This should be sent to the following:

Chief Administrative Officer: Ken Bassett, City Manager
Business Office: 447 East Main
Vernal, UT 84078

For Agency Use Only

Date request received: _____ Person reviewing: _____

How is the record series classified:

- Public (UCA 63G-2-301) Private (UCA 63G-2-302 & UCA 63G-2-303)
 Protected (UCA 63G-2-305) Controlled (UCA 63G-2-304)
 Exempt or governed by another statute (UCA 63G-2-201(3)(b))

If records are not public, how was identification verified: _____

Copying fee: \$ _____

Response date: _____

Request approved: _____ Record sent: _____

Request denied: _____ Denial sent: _____

Notified requester records not maintained by this agency: _____

Extraordinary circumstance extension of time sent: _____