

GRAMA REQUEST FOR RECORDS

Description of requested records (records must be described with reasonable specificity):

(use other side if necessary)

- I would like to inspect the records.
- I would like to receive copies of the records. I understand that I will be responsible for copy costs. I authorize costs of up to \$_____. I further understand that Brigham City will contact me if estimated costs are greater than the amount I have specified, and that Brigham City will not respond to a request for copies if I have not authorized adequate costs. (A list of the City's fee schedule is shown on the reverse side of this form.)

A record may be provided without payment of the costs of duplication if the cost does not exceed \$1.00; or, the duplication costs will not exceed \$16.00 and the City determines that:

- a) the individual requesting the record is the subject of the record;
- b) releasing the record primarily benefits the public rather than a person; or
- c) the requester's legal rights are directly implicated by the information in the record, and the request is impecunious.

Name of requester: _____

Address: _____

Phone number: _____

I understand Brigham City has a maximum of 10 days to respond to this request or provide a written denial of the request. If this request is denied I have the right to appeal to the City Administrator within 30 days.

Signature

Date

Crime Scene Photos:

	<u>Black and White</u>	<u>Color</u>
3" x 4"	\$3.50	\$ 4.50
4" x 5"	4.50	5.50
5" x 7"	5.00	10.00
8" x 10"	7.00	10.00

Fingerprints per card\$5.00 for residents

10.00 for nonresidents

Fingerprints for persons applying as volunteer with
a charitable and/or a nonprofit organization under
Section 62A-4-514, Utah Code Annotated No charge
Police reports..... 10.00
Photographs for licenses 5.00

Blue line copies

Minimum charge\$2.00
22" x 34" 3.00
24" x 36" 4.00
34" x 44" 5.00

GIS mapping..... Actual Costs

<u>Copies, per page</u>	<u>Black & White</u>	<u>Color</u>
8 1/2" X 11"	\$.25	\$4.00
11" x 17"	2.00	4.00
17" x 22"	3.25	6.50
22" x 34"	4.00	8.00
24" x 36"	4.75	9.50
28" x 40"	6.25	12.50
34" x 44"	7.50	16.00

Certified copy..... No charge
Notarized copy/signature..... No charge
Financial Statement..... Actual Costs
City budget 5.00
FAX 2.00 first page +
1.00 ea. add'l page
CDs \$1.50 (unless CD is provided)
DVDs \$3.00 (unless DVD is provided)

Cost for Staff Time

When a record is requested in a form other than that normally maintained by the City, the actual costs will include:

- 1) the cost of staff time for compiling, formatting, manipulating, packaging, summarizing, or tailoring the record either into an organization or media to meet the person's request;
- 2) the cost of staff time for search, retrieval and other direct administrative costs for complying with a request; and
- 3) in the case of fees for a record that is the result of computer output other than word processing, the actual incremental cost of providing the electronic services and products together with a reasonable portion of the costs associated with formatting or interfacing the information for particular users, and the administrative costs.

The hourly charge will not exceed the salary of the lowest paid employee who, in the discretion of the custodian of records, has the necessary skill and training to perform the request. No charge may be made for the first quarter hour of staff time.