

**TROPIC TOWN RECORDS REQUEST
UTAH GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT**

To: _____
(Name of person and/or government office holding records)

(Address of Government Office)

Person making request

Name: _____ Date _____

Mailing Address: _____

Daytime Telephone Number: _____

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

() View () Copy(s) of the following record(s)

Please describe, listing the exact time period for which the record(s) is/are requested.

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 63-2-202 is attached.

_____ Other (explain): _____

I/We understand that Tropic Town will charge a fee of \$11.00 per hour for research, and the other actual costs of photocopies necessary to process any record requested which is in a form other than the form which is regularly maintained by the Town or any of its departments or agencies. The fee **may** be waived if the responding department or agency determines that (1) releasing the record primarily benefits the public rather than a person; (2) the individual requesting the record is the subject of the record; and (3) the requester's rights are directly implicated by the information in the record, and the requester is impecunious.

_____ I/We hereby request a waiver of the fees described above for the following reasons (please attach additional sheets if necessary):

Signature: _____

If request records are classified “Controlled” sign the following:

ACKNOWLEDGEMENT

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.

(Date)

(Signature)