

REQUEST FOR RECORDS

Garfield County, State of Utah

Name of Requester: _____ Address of Requester: _____

Date and time of request: The _____ day of _____, 199_, at _____, __.M.

I/We, the undersigned requester(s) do hereby request that Garfield County provide me with the following record(s) (please describe the record(s) with particularity, listing the exact time period for which the record(s) is/are requested. Please attach additional sheets, if necessary):

I/We believe the requested record(s) is/are in the custody of the following County Department(s):

I/We understand that Garfield County will charge a fee of \$15.00 per hour for research, and the actual cost of photocopies necessary to process any record requested which is in a form other than the form which is regularly maintained by the County 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):

I/We do hereby certify that the information provided in this form is true and correct to the best of my/our knowledge and belief. I/We do further agree to pay Garfield County the fee for processing this request, unless a waiver of the fee is requested and granted. I/We understand that Garfield County has 10 business days to respond to this request, unless there are extraordinary circumstances that require additional time to process the request, and that my request may be granted or denied by the County. I/We understand that if I/We do not agree with any decision of the County concerning my/our request, I/we may appeal the County's decision in accordance with the procedures in Garfield County Ordinance No. 1995-1, a copy of which is available in the office of the Garfield County Clerk.

Requester

Requester