

Willard City

RECORDS REQUEST FORM

Return request form to: City Recorder's Office, Attn: GRAMA, P.O. Box 593, 80 W 50 S, Willard, UT 84340

Requestor's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime phone number where you can be contacted: _____

Fax #: _____ Email address: _____

Detailed description of record being requested: _____

I would like to view/inspect the record.

I would like to receive copies of the record. I understand the City charges a fee for copies of records and that copies will be provided subject to fees being paid. I authorize costs of up to \$_____. If costs are greater than the amount I have specified, I further understand that I will be contacted and if I do not respond, the City will not fulfill the request. I understand the City has 10 business days to respond to this request.

Signature: _____ Date: _____

For Willard City Use – Response to Request

Date Request Received: _____ Time received: _____

APPROVED - Requestor notified on: _____

Notified by: Telephone Mail Fax E-mail

Comments: _____

DENIED - Written denial sent on: _____

Denial Notice has been attached to this form

OFFICE DOES NOT MAINTAIN RECORD - Requestor notified on: _____

If known, requestor was notified of name and address of agency that does maintain the record.

EXTENSION OF TIME NEEDED. Requestor notified on: _____

Extension Notice attached to this form.

COPY FEES, if applicable: _____

Request filled by: _____ Date: _____ Time: _____

WILLARD CITY
RECORDS REQUEST FEES

Police or Fire Records

Incident Reports			\$5.00
Accident Report			\$5.00
Video - CD			\$5.00
Crime Scene Photos:	Black and White		Color
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	non-residents		\$5.00

General - City Records

Copies - per page	Black and White		Color
8 1/2" x 11"	\$0.25		\$1.00
8 1/2" x 14"	\$0.50		\$2.00
11" x 17"	\$1.00		***

*** City does not have equipment to duplicate copies larger than 11 x 17 B/W and cost will be actual cost to have copied plus staff time if applicable

Audio CD	\$2.00
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(Cost can be waived if requestor provides CD)

Other

Fax - outgoing	\$3.00
Fax - incoming	\$.25/page
Copies	\$.10/page

Cost for Staff Time

When a record is requested in a form other than 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 staff time incurred for search, retrieval, and other direct administrative time incurred for complying with a request; and
- 3) In the case of a record that is the result of computer output other than word processing, the actual incremental staff time incurred in providing the electronic services and products together with a reasonable portion of the staff time associated with formatting, and the administrative time as set forth in sections 1 and 2.