

SOUTH SALT LAKE CITY REQUEST FOR RECORDS

City of South Salt Lake
220 East Morris Ave, South Salt Lake, UT 84115
Phone Number: (801) 483-6000 • Fax: (801) 483-6001

Personal Information of person requesting record

Name: _____

Full Mailing Address: _____

Daytime Telephone Number: Home: _____ Work: _____

Description of **records sought** (records must be described with reasonable specificity, such as date of occurrence, events, or persons involved): _____

Description of **purpose** for records sought (reason must be described with reasonable specificity): _____

- I would like to inspect the records (this entails reviewing the record within the office without receiving a copy to take with you and takes the same time, as indicated below, to be available).
- I would like to receive a copy of the records.
I understand that I will be responsible for copy and research costs.
- I would like to receive a copy of the records and request a waiver of costs because **(please attach information supporting your request for a waiver of fees)**:
 - Release of the records primarily benefits the public rather than me
Explain: _____
 - I am the victim of a domestic assault on the record
 - My legal rights are directly affected by the record and I am impecunious
- If the requested records are not public, please explain why you believe you are entitled to access:
 - I am the subject of the record (or guardian/parent if subject is a minor or legally incapacitated)
 - 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 **(attach relevant documentation)**.
 - Other. Explain: _____
- I am requesting expedited response. **Please attach relevant documentation** (i.e. proof of your status as a member of the media and statement that the record is needed for a story/broadcast).

Signature

Date

It may take up to 10 working days to fulfill your request.
You will be notified when the records are available to be picked up.