

# RECORDS REQUEST

**PLEASE READ THE FOLLOWING BEFORE SIGNING THIS REQUEST**

Your request for records will be processed in accordance with the requirements of the Government Records Access Management Act (GRAMA) 63G-2-101 Utah Code Annotated. Your request will be processed as soon as reasonably possible, but may take up to 10 working days.

The records that may be provided to your request may contain information that is classified as 'protected', 'private' or 'controlled' and may only be disclosed under certain circumstances. U.C.A. 63G-2-304,302, and 303.

Accident reports are \$10.00. All others are \$5.00 for 25 pages & .20 per page thereafter.

Photo/Video/911call CD/Flash Drive are \$25.00 each. Redaction Services \$23.00/hr.

The city of Logan, after the first ¼ hour of staff time may charge an hourly fee not exceeding \$23.00/hr in increments of 15 minutes.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City/state/zip

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Case #: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Name of Involved Person(s) & DOB: \_\_\_\_\_

Explain the Purpose of Your Request & Your Involvement in the Record: \_\_\_\_\_

Return my report by: Email \_\_\_\_\_ POST \_\_\_\_\_ FAX \_\_\_\_\_ Call for Pickup \_\_\_\_\_

**SIGNATURE:**

DATE: \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

Amount \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Card \_\_\_\_\_

Approved Auth by: \_\_\_\_\_ Date: \_\_\_\_\_