REQUEST FOR RECORDS

Panguitch City, County of Garfield, State of Utah

Name of Requester:_____
Address of Requester:_____
Date and time of request:_____**, 20**____**at**_____

I/We the undersigned requester(s) do hereby request that Panguitch City 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 city department(s):

_____
_____

I/We understand that Panguitch City will charge a fee of $45.00 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 City 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):

_____
_____
_____
_____
_____
_____