

SANPETE COUNTY SHERIFF'S OFFICE
RECORDS REQUEST

(Amended 02/20/2018)

REQUESTER'S NAME: _____

ADDRESS: _____

DAYTIME TELEPHONE: _____ DATE: _____

If records are filed by Social Security Number, provide that number: _____-_____-_____

In accordance with the Governmental Records Access Management Act, I am requesting to

view copy the following record(s) specifically described:

Which I believe are collected, filed, and /or used by the following:

Sanpete County Sheriff's Office

1500 S Hwy 89, PO Box 130

Manti, UT 84642

If requested records are not public, explain why you believe you are entitled to access:

- I am the subject of the record. (private records)
- I am the person who submitted the record. (protected records)
- I am authorized to have access by the subject of the record or by the person who submitted the information. Documentation required by UCA 63G-2-202, is attached.
- Other (explain) _____

Sanpete County, and Sanpete County Sheriff's Office are not responsible for any further dissemination of this material, after information is released to me. By signing this request, I acknowledge that they are not responsible for further dissemination of information classified as Private, Protected, or Controlled.

*Signature: _____

If requested records are classified "Controlled" sign the following:

ACKNOWLEDGMENT

I hereby acknowledge that I am a physician, psychologist, or certified social worker and that I will not disclose controlled information to any person, including the subject of the record, except in response to a lawful order of the State Records Committee or the District Court.

Date

Signature

Black and white copies	DashCam Video/DVD
- \$5 for 1 to 10 pages	- \$25 per video/DVD
- \$25 for 11-50 pages	Photos
- \$.50 per page thereafter	- \$25 per CD
Color Copies	- \$2 per printed page
- \$1.00 per page	

**Sanpete County Sheriff's Office
NOTICE OF DENIAL**

Date: _____

Requester: _____

Your request for the following records or portion of records has been denied.

The information requested is classified as:

- Private, legal citation §63G-2-302 or 303
- Controlled, legal citation § 63G-2-304
- Protected, legal citation § 63G-2-305
- Governed by court rule, another state statute, federal statute, or federal regulation _____

You have the right to appeal the denial to the chief administrative officer (UCA63-2-205(2) (c) (1992)). A notice of appeal must be submitted within 30 days. Your notice of appeal must include your name, mailing address, a daytime telephone number, and explanation of what relief you are seeking. Any supporting information should also be included.

This should be sent to the following:

Chief Administrative Officer: Scott Bartholomew

Business Address: 160 North Main, Manti, Utah 84642

Thank you, _____
(signature of agency representative)

FOR AGENCY USE ONLY

Date request received: _____ Person reviewing request: _____

How is the record series classified?

- _____ Private (UCA 63-2-302)
- _____ Controlled (UCA 63-2-303)
- _____ Protected (UCA 63-2-304)
- _____ Exempt or governed by another statute (UCA 63-2-201 (3) (b))

If records are not public, how was identification verified:

Response Dates: _____

Request approved; Records sent _____ Copying fee(s): _____

Request denied; Denial sent: _____ Extraordinary circumstance extension time:

Notified requester records not maintained by this agency Sent: _____

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- \$5 for 1 to 10 pages
- \$25 for 11-50 pages
- \$.50 per page thereafter

Color Copies
\$1.00 per page

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