

# TOWN OF LEEDS

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## UTAH GOVERNMENT RECORDS REQUEST FORM

TO: \_\_\_\_\_  
NAME of government office holding the records and/or name of agency

\_\_\_\_\_  
ADDRESS of government office holding the records and/or name of agency

Description of records sought. Records must be described with reasonable specificity. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I would like to receive a copy of the records described above. I understand that I may be responsible for fees associated with copying charges and/or research charges as permitted by UCA 63-2-203. I authorize costs up to: \$\_\_\_\_\_. I acknowledge receipt of the Consolidated Fee Schedule for the Town of Leeds and am aware of the fees associated with this request.

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

- I am the subject of the record.
- 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. Documentation required by UCA 63-2-202, is attached.
- Other – please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am expecting expedited response as permitted by UCA 63-2-204 (3)(b): Please attach the information that shows your status as a member of the media and a statement that the records are required for a story or broadcast or publication; or other information that demonstrates that you are entitled to an expedited response.

UCA 63-2-203 (4) allows agencies to fulfill a records request free of charge if releasing the record primarily benefits the public rather than a person.

Requester's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date