



BOUNTIFUL CITY POLICE DEPARTMENT
805 South Main Street
Bountiful Utah 84010
Records 801-298-6056 | policerecords@bountiful.gov



Records Request

Note: Utah Code § 63G-2-204 (GRAMA) requires a person making a records request furnish the governmental entity with a written request containing the requester's name, mailing address, daytime telephone number (if available); and a description of the record requested that identifies the record with reasonable specificity.

Requestors Name _____ **Daytime Phone** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Email Address _____

In accordance with the Government Records Access and Management Act, I am requesting;

Type of Record Requested: _____

Case Number: _____

Date of Occurrence: _____ **Time of Occurrence:** _____

Location: _____

Persons Involved: _____ **Date of Birth:** _____

Persons Involved: _____ **Date of Birth:** _____

Persons Involved: _____ **Date of Birth:** _____

I understand that in accordance with the Bountiful Police Department, I am responsible for the applicable fees:

- Reports / Incidents \$10.00 per report
 - Photos Price based on quantity and size
 - Audio / Video \$50.00 for first copy and \$10.00 for each additional copy
- *** Email address is required to obtain video ****

If the report requires an excessive amount of time to research and prepare copies (Longer than two (2) hours), the charge for the requested report will be billed at a rate of \$20.00 per hours.

I also understand that as soon as reasonably possible, but no later than ten (10) business days after signing this request I will be notified whether my request was approved or disapproved. I also understand that photo identification will be required before the record is released to me. **After a requested report is prepared it will be held by the Bountiful Police Department Records division for thirty (30) days, after that time the copy will be destroyed.**

The majority of records maintained by the Bountiful Police Department are classified as private, protected, controlled, or exempt, in accordance with the Government Records Access and Management Act.

Explain the purpose of your request and your involvement in the record:

Signature: _____ **Date:** _____



Records Request Continued



For Office Use Only

Your Request has been denied for the following reason(s)

- Private in accordance with UCA § 63G-2-302 or 63G-3-302.S
- Protected in accordance with UCA § 63G-2-304
- Controlled in accordance with UCA § 63G-2-303
- Exempt in accordance with UCA § 41-6a-404

As per the Government Records Access and Management Act, you have the right to appeal this records request denial. The appeal must be filed with the City Managers Office with in 30 days of this notice. A notice of decision will be provided to you within five (5) business days.

Do you wish to appeal this decision at this time?

- Yes
- No

If you marked yes, indicate below what relief you are seeking. You may also include any supporting information with your notice of appeal.

Requestor's Signature _____ Date _____