

UTAH STATE LEGISLATURE

REQUEST FOR A RECORD¹

Date: _____

Requester Information

Name of individual or entity submitting the record request

Name of entity's contact individual, if the request is submitted by an entity

Mailing address of individual or entity submitting record request

City State Zip code

Email address of individual submitting record request or, if the request is submitted by an entity, email address of the entity's contact individual

By providing an email address, the requester is indicating that the requester is willing to receive communications by email regarding this record request.

() _____
Daytime telephone number of the individual submitting the record request or, if the request is submitted by an entity, daytime telephone number of the contact individual for the entity

Specify the legislative office believed to be the office that retains the record(s) being requested:²

- Utah House of Representatives (houserecords@le.utah.gov)
- Utah Senate (senaterecords@le.utah.gov)
- Office of the Legislative Auditor General (lagrecords@le.utah.gov)
- Office of the Legislative Fiscal Analyst (lfarecords@le.utah.gov)
- Office of Legislative Research and General Counsel (olrgcrecords@le.utah.gov)
- Legislative Services (Human Resources, IT, Printing) (lsrecords@le.utah.gov)

Certifications required for an in-state request

1) I certify that:

- (if this request is submitted by an individual) I live in Utah or am a legal resident of Utah

- or -

- (if this request is submitted by an entity) the entity has its principal place of business or principal operations in Utah

2) I also certify that:

I am submitting this record request on my own behalf or for the requester entity and not on behalf of an individual who does not live in Utah or is not a legal resident of Utah, or on behalf of an entity that does not have its principal place of business or principal operations in Utah

(A request without these certifications will be considered to be an out-of-state request)

Description of the record(s) being requested (must identify the record(s) with reasonable specificity): _____

I am requesting only records³ sent, received, or created from _____ to _____
(Date) (Date)

If you are requesting email or other electronic records, please specify the search terms⁴ you would like us to use to identify the records you are requesting: _____

I request an expedited response based on the following (you must demonstrate that an expedited response benefits the public rather than yourself -- an expedited response request is not automatically granted): _____

1. This record request and the legislative office's response to it are governed by Utah Code Title 63G, Chapter 2, Government Records Access and Management Act, and Legislative Management Committee Policy L. Legislative Records.

2. A record request submitted by email should be sent to the email address indicated in parentheses for the legislative office believed to be the office that retains the record(s) being requested and to which the request is being submitted.

3. Declining to limit your request to a specific time period may increase the volume of records and the amount of staff time required to identify, segregate, and classify the records, resulting in a higher fee.

4. Declining to identify search terms may increase the volume of records and the amount of staff time required to identify, segregate, and classify records, resulting in a higher fee.