



Revised 8/16/2019

## REQUEST FOR PUBLIC INFORMATION

**Kaci McNeill, Records Officer [kmcneill1@utah.gov](mailto:kmcneill1@utah.gov)**  
 Mailing Address: P.O. Box 144810, Salt Lake City, UT 84114-4810  
 Physical Address: 195 North 1950 West, Salt Lake City, UT 84116  
 Phone: 801-536-0228 |

<b>Date Requested:</b>		<b>Name of Requestor:</b>	
<b>Company Name:</b>			
<b>Address:</b>		<b>Phone Number:</b>	
<b>City/State/Zip:</b>			
<b>E-mail Address:</b>			

Records Requested:

Note: The more specific and narrow the request, the easier it will be for the agency or office to respond to the request. If you are unsure about the records' description, contact the agency or records officer.

Note: Government keeps records in "series" or groups of records. To find out what series an agency or office maintains, visit the Archives' website, <https://archives.utah.gov/>. The record series retention schedules on the Archives' website include relevant descriptions.

Title or series number of records (if known): \_\_\_\_\_

In accordance with the Government Records Access Management Act (GRAMA, I hereby request records including all relevant information-location of event(s) described in records, city, county, address, date range of the records; names of the person(s); and subject of request.

"If records are requested in an electronic format, be advised that In accordance with Utah Code Annotated 63G-2-201(8)(a)(iii), a governmental entity is not required to provide a record in a particular format, medium, or program not currently maintained by the governmental entity. Records will be made available in a format that allows us to respond to your request in the most timely and efficient manner. If you require the record to be provided in a particular format, it will be necessary for you to pay the actual costs associated with formatting the record in advance as provided for in Section 63G-2-203(2)(a)(iii)."

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Request Made To: (Check All that Apply)

- Department of Environmental Quality (All Divisions)
  - Division of Air Quality
  - Division of Drinking Water
  - Division of Environmental Response and Remediation
  - Division of Waste Management and Radiation Control
  - Division of Water Quality

Do you need this record for a news story or publication? Which channel or publication? Please explain.

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I would like to:

- View or inspect the records only \_\_\_\_\_
- Receive a copy of the records and pay associated fees, Please notify me if the amount will exceed \$ \_\_\_\_\_
- Receive a copy of the records and request a fee waiver, according to Utah Code 63G-2-203, because:
  - A. Releasing the record primarily benefits the public \_\_\_\_\_
  - B. I am the subject, or authorized representative, of the record \_\_\_\_\_
  - C. My legal rights are directly implicated by the information of the record because \_\_\_\_\_

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- D. I wish to receive an expedited response (5 days) because releasing the records benefits the public; I request the information for a story or report for publication or broadcast to the general public. \_\_\_\_\_

The requestor's signature, required before a request can be completed, indicates that any charges will be paid by the requestor and that the requestor understands all copy options and fees. The requestor also states that the sensitive information and disclaimer statement has been read (on the Web site) and is understood.

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Agency Use Only**

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- Notified requestor that records are not maintained by this agency.
- Extraordinary circumstances require extension time to:
- Notified requestor of extension on: