Logan Municipal Code Title 2, Chapter 65 adopted by the Logan Municipal Council on September 4, 2018 – Requests for Access to records shall be made in writing, and be submitted by first class mail; hand delivery; or electronically to the records officer at loganrecordrequest@loganutah.org

(1) A person making a request for a record shall furnish the governmental entity with a written request containing:
(a) the person’s name, mailing address, and daytime telephone number, if available; and
(b) a description of the record requested that identifies the record with reasonable specificity.

A FEE MAY APPLY: $________________

Date: ______________
Print Name: __________________________________________
Email Address: _________________________________________
Mailing Address: _______________________________________
Phone Number: _______________________________________

REQUEST (include property address): ______________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Information/Copies Received By: _________________________________
Date: ______________

OFFICE USE ONLY:
Completed By: ___________ Date: ___________ $5.00 x ______ = $ __________
# of Pages Copied_________ Format_________ $ .20 x ______ = $ __________
Date Notified ___________ Date Sent ___________ Total $ __________
File Saved As: _________________________________
### FEE SCHEDULE

<table>
<thead>
<tr>
<th>TYPE OF DOCUMENT</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR EACH COPY OF A PUBLIC RECORD</td>
<td>$0.20 per page</td>
</tr>
<tr>
<td>CD/DVD COPIES AND 911 RECORDINGS</td>
<td>$15.00 per CD or DVD</td>
</tr>
<tr>
<td>PRINTED PHOTOS IN COLOR</td>
<td>$2.00 per page</td>
</tr>
<tr>
<td>STATE ACCIDENT REPORTS</td>
<td>$5.00 or as established by state law</td>
</tr>
<tr>
<td>CERTIFIED COPIES</td>
<td>$5.00 per page certified, or as established by state law</td>
</tr>
</tbody>
</table>

The City of Logan, after the first quarter hour of staff time, may charge an hourly charge, not exceeding $15.00 an hour in increments of 15 minutes.