



Weber State University  
Police Department

Chief Seth Cawley

REQUEST FOR RECORDS

REQUESTOR NAME \_\_\_\_\_

INCIDENT # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER WHERE YOU CAN BE CONTACTED IF NECESSARY \_\_\_\_\_

DESCRIPTION OF RECORD SOUGHT \_\_\_\_\_

\_\_\_\_\_

PICTURE ID (Required) ID # \_\_\_\_\_

*NOTICE: Our policies and procedures for the collection, compilation, storage, and dissemination of official records and information are in compliance with state laws found in Utah Code 63G-2-301(1)(d) and 301(3)(u). This set of laws is known as the Government Records Access and Management Act or **GRAMA**. These laws identify those records that are accessible to the public, those that are confidential, and those that are sensitive. There are also guidelines and recommendations regarding the handling of those records. You can review GRAMA at [www.le.state.ut.us](http://www.le.state.ut.us) under the heading "Utah Code and Constitution". Copies of the information being requested may be provided at a minimum of 24 to 48 hours after request is received or as soon as reasonably possible. The law provides 10 business days after receiving a written request to provide the record, deny the request, or notify the requester that it cannot immediately provide a response due to extraordinary circumstances. This request may be delayed if all the information is not provided.*

\_\_\_\_\_ I would like to receive copies of the record. I understand that the university charges \$25.00 for copies of records, and that copies will be provided subject to fees being paid.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**RESPONSE TO REQUEST – FOR OFFICE USE ONLY**

DATE REQUEST RECEIVED \_\_\_\_\_ TIME \_\_\_\_\_

☐ APPROVED – Requestor notified on \_\_\_\_\_

☐ Denied – Written denial sent on \_\_\_\_\_

☐ Requestor notified that office does not maintain record; and, if known, was also notified of name and address of agency that does maintain record on \_\_\_\_\_

☐ Extension of time for extraordinary circumstances. Required notice sent \_\_\_\_\_

COPY FEES: \$ \_\_\_\_\_ If waived, approved by \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

WEBER STATE UNIVERSITY POLICE DEPARTMENT  
3734 DIXON PARKWAY Dept 3003  
OGDEN, UT 84408-3003  
Dispatch 801-626-6460 | Fax 801-626-7754

### Details for records that may have restricted access:

**Note:** Some records may be classified as private, controlled, or protected, or access may be limited by another statute. Access to restricted records is provided for in the relevant other statutes or in Utah Code § 63G-2-202(1)(2)(4). If the requested records could have a restricted classification, please supply the following information:

Are you the subject of the record? \_\_\_ Yes \_\_\_ No

Are you an authorized representative of the subject of the record (parent, guardian, someone with power of attorney or notarized release: \_\_\_ Yes \_\_\_ No

If yes, explain and attach documentation: \_\_\_\_\_

Did you provide the record to the governmental entity? \_\_\_ Yes \_\_\_ No

Describe your connection to an incident or event that is the subject of the record:

### Details for records the release of which may be in the public interest:

**Note:** Release of some records is in the public interest. Such records may be eligible for a fee waiver and/or expedited response as provided in Utah Code § 63G-2-203(4) and Utah Code § 63G-2-204(4)(5).

If release of the requested records will benefit the public, please supply the following information: Are you requesting an expedited response? \_\_\_ Yes \_\_\_ No

Will the record be used for a news story or publication? \_\_\_ Yes \_\_\_ No

If yes, which channel or publication? \_\_\_\_\_

Explain other justification that release of the record will benefit the public.

### Details for records that may be eligible for a fee waiver:

**Note:** Government entities are encouraged to waive fees in certain circumstances as outlined in Utah Code § 63G-2-203(4).

Do you want this request to be considered for a fee waiver? \_\_\_ Yes \_\_\_ No

If yes, please provide the following information:

Does release of these records benefit the public? \_\_\_ Yes \_\_\_ No

Are you the subject of the record? \_\_\_ Yes \_\_\_ No

Are you an impecunious (without money) individual whose legal rights are affected by access to the requested records? \_\_\_ Yes \_\_\_ No

**Additional access considerations:** \_\_\_\_\_

**Note:** Additional details about obtaining access to records are outlined in Utah Code § 63G-2-201, 203, and 204.

Would you like the records to be provided in a particular format? \_\_\_ Yes \_\_\_ No

If yes, explain \_\_\_\_\_

Do you want to be contacted if the cost of providing records exceeds a certain amount? \_\_\_ Yes \_\_\_ No

If yes, state the amount \_\_\_\_\_

Rather than receiving copies of the requested records, would you like to view them in the office of the governmental entity? \_\_\_ Yes \_\_\_ No

If yes, arrangements must be made with the entity's record officer.

Explain anything else you would like to be taken into consideration regarding this request: