

CHAPTER 3-12: GOVERNMENT RECORDS

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3-12-010. Government Records.

All government records of the City shall be maintained, classified and accessed in accordance with the Utah Government Records Access and Management Act set forth at *Utah Code Ann.* 63-2-101, *et seq.*, as amended.

3-12-020. Retention Schedule.

All government records of the City shall be retained in accordance with the Utah Municipal General Records Retention Schedule (1998), which is hereby adopted by reference as the Woods Cross City Records Retention Schedule.

3-12-030. Records Requests.

Any person requesting a record shall file a written Government Records Access and Management Request Form as provided by the City. Such request shall be submitted and processed in accordance with the Utah Government Records Access and Management Act, as adopted by the City.

3-12-040. Fees.

The City may charge reasonable fees to cover the City's actual cost of duplicating a record, which fees shall be adopted and may be amended as part of the City's Fee Schedule, hereby adopted by reference. The City may require payment of past fees and future estimated fees before beginning to process a request if the requester has not paid fees from previous requests and/or the fees for the current request are expected to exceed fifty dollars (\$50.00). Any prepaid amount in excess of fees due shall be returned to the requester.

3-12-050. Fee Waiver.

In accordance with *Utah Code Ann.* 63-2-203, as amended, the City may fulfill a record request without charge when it determines that:

- (a) releasing the record primarily benefits the public rather than a person;
- (b) the individual requesting the record is the subject of the record, or an individual specified in Subsections 63-2-202(1) or (2); or
- (c) the requester's legal rights are directly implicated by the information in the record and the requester is impecunious.

3-12-060. Appeals.

Any person aggrieved by the City's access determination made under this Chapter may appeal the determination within thirty (30) days to the City Administrator in accordance with the provisions set forth in *Utah Code Ann.* 63-2-401, as amended.

