

**MILLVILLE CITY CODE
TITLE 2 - ADMINISTRATION AND PERSONNEL
CHAPTER 2.36 - ACCESS TO PUBLIC RECORDS**

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2.36.010: AUTHORITY AND PURPOSE

Under authority of Utah Code Annotated §63G-2-701, this ordinance specifies how records in the custody of Millville City may be accessed, and where and to whom requests for access to records shall be directed. All other regulations related to access to public records, including but not limited to, standards for the classification and designation of records; the standards for the management and retention of records; response times for access requests; and time limits for appeals shall be as set forth in Utah Code Annotated Title 63G, Chapter 2.

2.36.020: DEFINITIONS

Terms used in this ordinance are defined in Utah Code Annotated §63G-2-103.

2.36.030: REQUEST FOR ACCESS

- A. A request for access to records shall be made in writing, include the information required by Utah Code Annotated Section 63G-2-204, and be submitted by first class mail; hand delivery; or electronically to the records officer as follows:

1. Mail or Hand Delivery: City Recorder, 510 E. 300 S., PO Box 308, Millville, Utah 84326.
 2. Electronically submitted to: recordrequest@millvillecity.org.
- B. Requests submitted in a manner other than set forth herein will not be accepted.
- C. Amending of requests is not permitted. A new request must be filed if the requestor desires to modify the original request.

2.36.040: APPEAL

- A. An appeal of a decision of a records officer, shall be in writing, comply with the information required by Utah Code Annotated 63G-2-401(2), and be submitted by first class mail; hand delivery; or electronically to Millville City Mayor, 510 E. 300 S., PO Box 308, Millville, Utah 84326 or recordrequest@millvillecity.org.
- B. Appeals submitted in a manner other than set forth herein will not be accepted.

2.36.050: FEES

- A. Fees may be charged in response to a records request as shown in the fee schedule below:

Type of Service/Document	Fee
Staff time after first 15 minutes in increments of 15 minutes	\$20.00 per hour
Black and white copies	\$0.20 per page
Color copies	\$2.00 per page
Flash Drive	\$15.00 per flash drive
Mailing Costs	Actual shipping fee

- B. For requests that are expected to cost more than \$50.00, payment of estimated fees are required before beginning the process of fulfilling the records request; pursuant to Utah Code Annotated Section 63G-2-203(8).
- C. Fees for providing a record may be waived under certain circumstances described in Utah Code Annotated Section 63G-2-203(4). A request for a fee waiver shall be made in writing to the records officer as part of the records request.

2.36.060: FORMS

- A. Request forms are available at www.millvillecity.org, or from the records officer.
- B. These forms are mandatory and a requestor is required to use them when submitting a records request to Millville City. Additional items may be attached to the forms if needed. (Ord. 2019-4: 2019)