Millville City Municipal Code Title 2, Chapter 2.36 adopted by the Millville City Council on January 24, 2019 – 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 recordrequest@millvillecity.org

Utah Code §63G-2-204.
(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.

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

REQUEST (include property address): ____________________________________________
_______________________________________________________
_______________________________________________________
_______________________________________________________
_______________________________________________________
_______________________________________________________
_______________________________________________________
_______________________________________________________
_______________________________________________________

Information/Copies Received By: _______________________________
Date: _______________
## FEE SCHEDULE

<table>
<thead>
<tr>
<th>TYPE OF SERVICE/DOCUMENT</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff time after first 15 minutes in increments of 15 minutes</td>
<td>$20.00 per hour</td>
</tr>
<tr>
<td>Black and white copies</td>
<td>$0.20 per page</td>
</tr>
<tr>
<td>Color copies</td>
<td>$2.00 per page</td>
</tr>
<tr>
<td>Flash Drive</td>
<td>$15 per drive</td>
</tr>
<tr>
<td>Mailing Costs</td>
<td>Actual shipping fee</td>
</tr>
</tbody>
</table>

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.