

CITY OF LOGAN, UTAH
ORDINANCE NO. 18-15

AN ORDINANCE ADOPTING LOGAN MUNICIPAL CODE TITLE 2, CHAPTER 65,
ACCESS TO PUBLIC RECORDS

BE IT ORDAINED BY THE MUNICIPAL COUNCIL OF THE CITY OF LOGAN, UTAH AS
FOLLOWS:

SECTION 1: Logan Municipal Code Title 2, Chapter 65 is hereby adopted as follows:

Chapter 2.65

ACCESS TO PUBLIC RECORDS

SECTION:

2.65.010: Authority and Purpose

2.65.020: Definitions

2.65.030: Request for Access

2.65.040: Appeal

2.65.050: Fees

2.65.060: Forms

2.65.010: Authority and Purpose:

Under authority of Utah Code Annotated §63G-2-701, this ordinance specifies how records in the custody of the City of Logan 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 Annotate Title 63G, Chapter 2.

2.65.020: Definitions.

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

2.65.030: Requests 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. For records maintained by the City of Logan (excluding Logan Police Records): Office of the City Recorder, 290 North 100 West, Logan, Utah 84321. Electronically submitted request shall be sent to loganrecordrequest@loganutah.org.

2. For Logan Police records: Logan Police Records Clerk, 62 West 300 North, Logan, Utah 84321. Electronically submitted request shall be sent to loganrecordrequest@loganutah.org.

B. Requests submitted in a manner other than set forth herein will not be accepted.

2.65.040: 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 the Office of the Logan City Mayor, 290 North 100 West, Logan, Utah 84321 or loganrecordrequest@loganutah.org.

B. Appeals submitted in a manner other than set forth herein will not be accepted.

2.65.050: Fees.

A. A schedule of fees that may be charged in response to a records request may be obtained by contacting the records officer. The fee schedule is also available on the Logan City website at www.loganutah.org.

B. 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.

2.65.060: Forms.

A. Request forms are available at www.loganutah.org, or from the records officer.

B. These forms are provided as a convenience, and a requester is not required to use these forms as long as information required by the statute is provided.

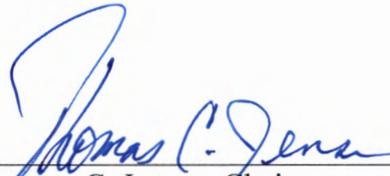
SECTION 2: This ordinance shall take effect immediately upon publication, which date is _____, 2018.

ADOPTED BY THE LOGAN MUNICIPAL COUNCIL THIS 4 DAY OF September, 2018, BY THE FOLLOWING VOTE:

AYES: Anderson, Bradfield, Jensen, Olsen, Simmonds

NAYS: none

ABSENT: none



Thomas C. Jensen, Chair

ATTEST:

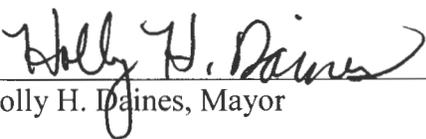


Teresa Harris, City Recorder



MAYOR'S APPROVAL OR DISAPPROVAL

The foregoing ordinance is hereby approved this 4 day of September, 2018.



Holly H. Daines, Mayor