

RECORDS REQUEST

The Rich County Sheriff's Records Section can be reached at 435-793-5168 or secretary@richcounty.gov. Please contact this office for copies of Rich County Sheriff's Office case reports, DI-9 accident reports, etc.

Records Request - GRAMA

In order to access a record, a written request must be submitted to the Rich County Sheriff's Office. Requests should be submitted online (secretary@richcounty.gov), or by mail (PO Box 38 Randolph, UT 84064). You can access the electronic GRAMA request form further down this page. Please check to make sure all information is correct and saved properly. The request must include:

- The Requestor's name, address, and daytime phone number.
- Description of the requested record that identifies the record with reasonable specificity.
- Uploaded copy of your valid driver's license or state or federal government-issued photo ID.

Most of the records maintained by the Sheriff's office are classified as private, protected or controlled, in accordance with the Government Records Access and Management Act (GRAMA) and as such are only released to individuals meeting certain criteria. At the time a request is received, careful consideration will be given to ensure all federal, state and local laws are abided by.

GRAMA requests must allow a ten day grace period to provide a copy of the report and that each request is handled on an individual basis according to the incident/crime. There are some records that may be released at the time the request is made. However, most records will require the approval of the County Attorney and the Sheriff. Once approval is obtained, you will be notified and the record will be released upon presenting photo ID and paying of fee(s).

Please submit an individual request for each record that is being requested

Records Request Fee's

- Grama Request \$35
- Police Report \$25
- DI-9 \$25

<https://www.richcounty.gov/wp-content/uploads/GRAMA-request-form-1.pdf>