Alpine (Utah)
20 North Main Street, Alpine UT 84004
801-756-6347

Records Officer(s)
Bonnie Cooper
20 North Main St
Alpine, UT 8404
E-mail:  bcooper@alpinecity.org

Records Officer Certification
Initial Certification: 06/01/2020
Most Recent Certification: 05/16/2022
Certification Expires: 05/16/2023

Alta (Utah)
PO Box 8016, Alta UT 84092
801-742-3522

Records Officer(s)
Jennifer Clancy
Agency Employee
Alta, UT 84092
E-mail: jen@townofalta.com
Description of Role: Deputy Town Clerk seeking to be the Town Clerk and Records Officer

Records Officer Certification
Initial Certification: 02/18/2022
Most Recent Certification: 02/18/2022
Certification Expires: 02/18/2023

Alta (Utah). Marshal’s Office
PO Box 8016, Alta UT 84092
801-742-3522

Altamont (Utah)
10 West Main St, P.O. Box 57, Altamont UT 84001
(435)454-3702

Records Officer(s)
Melba Markham
Town Clerk
PO Box 57
Altamont, UT 84001
E-mail: altamont3469@gmail.com

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Amanda Gardner
Records Officer
E-mail: amandaeliza46@gmail.com
Description of Role: Town Clerk
Municipality Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 10/06/2021
Most Recent Certification: 10/06/2021
Certification Expires: 10/06/2022

Alton (Utah)
Town Hall, 11 South 100 West, P.O. Box 100781, Alton UT 84710
435-648-2635

Records Officer(s)
Carrie Heaton
Town Clerk
11 S. 100 W.
PO Box 100781
Alton, UT 84710
E-mail: altonut@xpressweb.com
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Amalga (Utah)
6590 North 2400 West, Amalga UT 84335
435-563-3039

Records Officer(s)
Mrs. Lee Ann Barton
Records Officer
7790 N 2400 W
Amalga, UT 84335
Description of Role: Town Clerk
Records Officer Certification
Initial Certification: 06/24/2018
Most Recent Certification: 05/11/2020
Certification Expires: 05/11/2021
Records Officer's certification has expired.

American Fork (Utah)
51 E. Main Street, City Administrative Office, American Fork UT 84003
801-763-3000

Records Officer(s)
Mrs. Terilyn Lurker
Agency Employee
51 E. Main Street
American Fork, UT 84003
E-mail: terilyn@afcity.net
Description of Role: I am the Recorder terilyn@afcity.net
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 08/31/2022
Certification Expires: 08/31/2023

American Fork (Utah). Police Department
75 East 80 North, American Fork UT 84003
801-763-3020
Municipality Agency Names
with Authorized Records Officers

Records Officer(s)
Adam Ellison
75 East 80 North
American Fork, UT  84003
E-mail:  aellison@afcity.net

Records Officer Certification
Initial Certification:  02/23/2017
Most Recent Certification:  08/18/2022
Certification Expires:  08/18/2023

Annabella (Utah)
295 E. 300 N., PO Box 175, Annabella UT 84711
435-896-6571

Records Officer(s)
Tina Mitchell
Clerk/Records Management
295 East 300 North
PO Box 175
Annabella, UT  84711
E-mail:  annabellaatown@hotmail.com

Records Officer Certification
Initial Certification:  07/17/2013
Most Recent Certification:  04/20/2022
Certification Expires:  04/20/2023

Antimony (Utah)
Community Center, 120 North Main St, P.O. Box 120046, Antimony UT 84712
435-624-3300

Records Officer(s)
Roma Henrie
Town Clerk
PO Box 120046
120 N Main
Antimony, UT  84712
E-mail: antimonytown@scinternet.net
Description of Role:  All town records

Records Officer Certification
Initial Certification:  11/08/2018
Most Recent Certification:  11/08/2018
Certification Expires:  11/08/2019

Records Officer’s certification has expired.

Apple Valley (Utah)
1777 North Meadowlark Drive, Apple Valley UT 84737
435-877-1190

Records Officer(s)
Jenna Vizcardo
E-mail:  clerk@applevalleyut.gov

Records Officer Certification
Initial Certification:  04/26/2022
Most Recent Certification:  04/26/2022
Certification Expires:  04/26/2023
Aurora (Utah)
20 S. 120 E., PO Box 477, Aurora UT 84620
435-529-7643

Records Officer(s)
Clint Johnson
Recorder
20 S. 120 E.
PO Box 477
Aurora, UT 84620
E-mail: cjohnson@auroracity.org
Description of Role: I am the recorder for Aurora City and was appointed at the beginning of this year.

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 08/19/2021
Certification Expires: 08/19/2022
Records Officer's certification has expired.

Aurora (Utah). Police Department
P.O. Box 477, 20 South 120 East, Aurora UT 84620
435-529-7643

Records Officer(s)
Clint Johnson
Recorder
20 S. 120 E.
PO Box 477
Aurora, UT 84620
E-mail: cjohnson@auroracity.org
Description of Role: I am the recorder for Aurora City and was appointed at the beginning of this year.

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 08/19/2021
Certification Expires: 08/19/2022
Records Officer's certification has expired.

Ballard (Utah)
Ballard City Bldg., 2381 E. 1000 S., Rt. 2, Box 2381, Ballard UT 84066
435-722-3393

Records Officer(s)
Kaelyn Meyers
Records Officer
2381 East 1000 South
Rt. 2, Box 2381
Ballard, UT 84066
E-mail: ballard1@ubtanet.com
Description of Role: City records, GHAMA

Records Officer Certification
Initial Certification: 11/07/2012
Most Recent Certification: 09/13/2021
Certification Expires: 09/13/2022

Bear River (Utah)
Bear River City Civic Center, 5871 N. 4700 W., P.O. Box 160, Bear River City UT 84301
435-279-8626
Records Officer(s)

Mrs. Sue Ann Holmgren
Records Officer
5871 North 4700 West
PO Box 160
Bear River City, UT 84301
E-mail: bearrivercity@frontiernet.net
Description of Role: Town Clerk and GRAMA responder.

Records Officer Certification
Initial Certification: 10/29/2013
Most Recent Certification: 05/09/2022
Certification Expires: 05/09/2023

Bear River (Utah). Sesquicentennial Celebration Committee.

Beaver (Utah)

60 West Center, P.O. Box 271, Beaver UT 84713
435-438-2451

Records Officer(s)

Anona S Yardley
City Recorder
PO Box 271
Beaver, UT 84713
E-mail: ayardley@beaverutah.net
Description of Role: City records and GRAMA

Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 12/21/2021
Certification Expires: 12/21/2022

Bicknell (Utah)

64 West 100 North, P.O. Box 96, Bicknell UT 84715
435-425-3315

Records Officer(s)

Kelsey Brinkerhoff
Records Officer
64 w 100 n
Bicknell, UT 84715
E-mail: kelseybicknellutah@gmail.com

Records Officer Certification
Initial Certification: 09/27/2021
Most Recent Certification: 09/27/2021
Certification Expires: 09/27/2022

Big Water (Utah)

Big Water Town Hall, 60 Aaron Burr, Ste. A, Drawer410127, Big Water UT 84741
435-675-3760

Records Officer(s)

Michelle Dufour
Deputy Town Clerk
P.O. Box 410127
Big Water, UT 84741
E-mail: bigwaterclerk@gmail.com
Description of Role: All areas of records management
Municipality Agency Names

with Authorized Records Officers

Records Officer Certification
Initial Certification: 11/12/2013
Most Recent Certification: 03/25/2022
Certification Expires: 03/25/2023

Big Water (Utah). Town Marshal
60 Aaron Burr, Suite A, Drawer 410127, Big Water UT 84741
435-675-3760

Records Officer(s)
Michelle Dufour
Deputy Town Clerk
P.O. Box 410127
Big Water, UT 84741
E-mail: bigwaterclerk@gmail.com
Description of Role: All areas of records management

Records Officer Certification
Initial Certification: 11/12/2013
Most Recent Certification: 03/25/2022
Certification Expires: 03/25/2023

Blanding (Utah)
50 West 100 South, Blanding UT 84511
435-678-2791

Records Officer(s)
Kim Palmer
Finance Director
50 W. 100 S.
Blanding, UT 84511
E-mail: kpalmer@blanding-ut.gov
Description of Role: GRAMA requests and records management

Records Officer Certification
Initial Certification: 01/09/2013
Most Recent Certification: 03/09/2021
Certification Expires: 03/09/2022

Jonna Jayne Meyer
Records Officer
50 West 100 south
Blanding, UT
E-mail: jmeyer@blanding-ut.gov
Description of Role: Maintain all records including city minutes, city council packets, and retain all records

Records Officer Certification
Initial Certification: 12/08/2021
Most Recent Certification: 12/14/2021
Certification Expires: 12/14/2022

Blanding (Utah). Blanding Area Travel Council.

Blanding (Utah). Police Department
167 E. 500 N., Blanding UT 84511
435-678-2916

Records Officer(s)
Municipality Agency Names
with Authorized Records Officers

Kim Palmer
Finance Director
50 W. 100 S.
Blanding, UT  84511
E-mail: kpalmer@blanding-ut.gov
Description of Role: GRAMA requests and records management
Records Officer Certification
Initial Certification: 01/09/2013
Most Recent Certification: 03/09/2021
Certification Expires: 03/09/2022
Records Officer’s certification has expired.

Bluff (Utah)
Town of Bluff, 190 N 3rd East #1, Bluff UT 84512
435-672-2241

Records Officer(s)
Linda Sosa
Town council member and records officer
Town of Bluff
190 N 3rd East #1
Bluff, UT  84512
E-mail: linda@townofbluff.org
Records Officer Certification
Initial Certification: 10/27/2018
Most Recent Certification: 10/01/2021
Certification Expires: 10/01/2022

Kristen Bushnell
Recorder
Town Of Bluff
190 North Third East, #1
Bluff, UT  84512
E-mail: kristenpzbluff@gmail.com
Records Officer Certification
Initial Certification: 10/27/2018
Most Recent Certification: 10/01/2021
Certification Expires: 10/01/2022
Records Officer has not completed required training certification.

Bluffdale (Utah)
2222 West 14400 South, Bluffdale UT 84065-5248
8018499407

Records Officer(s)
Wendy Deppe
City Recorder
Bluffdale City Hall
2222 West 14400 South
Bluffdale, UT  84065-5248
E-mail: wdeppe@bluffdale.com
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 07/23/2019
Certification Expires: 07/23/2020
Records Officer’s certification has expired.

Tamara Timothy
E-mail: TTimothy@bluffdalecity.onmicrosoft.com
Records Officer Certification
Initial Certification: 10/27/2018
Most Recent Certification: 10/01/2021
Certification Expires: 10/01/2022
Records Officer has not completed required training certification.
Bluffdale (Utah). Police Department
14350 South 2200 West, Bluffdale UT 84065
801-858-0509

Records Officer(s)
Channda Metts
14350 South 2200 West
Bluffdale, UT  84065
E-mail:  cmetts@saratogaspringscity.com
Records Officer Certification
Initial Certification:  
Most Recent Certification:
Certification Expires:  
Records Officer has not completed required training certification.

Bothwell (Utah)

Boulder (Utah)
Boulder Town Hall, 351 N. 100 E., P.O. Box 1329, Boulder UT 84716
435-335-7300

Records Officer(s)
Judith Davis
Town Clerk
351 N. 100 E.
PO Box 1329
Boulder, UT  84716
E-mail:  ldandjjdavis@scinternet.net
Records Officer Certification
Initial Certification:  09/08/2015
Most Recent Certification:  01/13/2021
Certification Expires:  01/13/2022
Records Officer's certification has expired.

Bountiful (Utah)
790 South 100 East, Bountiful UT 84010
801-298-6140

Records Officer(s)
Shawna Kay Andrus
Records Officer
79S South Main Street
Bountiful, UT  84010
E-mail:  shawna@bountiful.gov
Description of Role:  Bountiful City Recorder
Records Officer Certification
Initial Certification:  06/05/2015
Most Recent Certification:  05/16/2022
Certification Expires:  05/16/2023

Desiree Lund
Agency Employee
805 South Main Street
Bountiful, UT  84010
E-mail:  dlund@bountiful.gov
Description of Role:  Records Clerk
Bountiful (Utah). Bountiful Police Department
805 S. Main Street, Bountiful UT 84010
801-298-6000

Records Officer(s)

Camille Olivia Jiron
Records Officer
805 S Main St.
Bountiful, UT 84010
E-mail: cjiron@bountiful.gov
Records Officer Certification
Initial Certification: 01/26/2015
Most Recent Certification: 02/16/2022
Certification Expires: 02/16/2023

Kimberly Buck
Agency Employee
E-mail: kbuck@bountifulutah.gov
Description of Role: Records clerk
Records Officer Certification
Initial Certification: 01/26/2018
Most Recent Certification: 02/25/2021
Certification Expires: 02/25/2022

Desiree Lund
Agency Employee
805 South Main Street
Bountiful, UT 84010
E-mail: dlund@bountiful.gov
Description of Role: Records Clerk
Records Officer Certification
Initial Certification: 01/26/2015
Most Recent Certification: 02/16/2022
Certification Expires: 02/16/2023

Sarah Lewis
Agency Employee
805 South Main Street
Bountiful, UT 84010
E-mail: slewis@bountiful.gov
Records Officer Certification
Initial Certification: 06/11/2017
Most Recent Certification: 07/07/2022
Certification Expires: 07/07/2023

Sophia Sage Ward
Agency Employee
805 S Main
Bountiful, UT 84010
E-mail: sward@bountiful.gov
Municipality Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 07/02/2021
Most Recent Certification: 07/07/2022
Certification Expires: 07/07/2023

Brian Head (Utah)
56 North Hwy 143, P.O. Box 190068, Brian Head UT 84719
435-677-2029

Records Officer(s)
Nancy Leigh
Town Clerk
56 North Hwy. 143
P.O. Box 190068
Brian Head, UT 84719
E-mail: nleigh@bhtown.utah.gov
Description of Role: Records management, GRAMA, destruction logs, police records, etc.

Records Officer Certification
Initial Certification: 05/22/2013
Most Recent Certification: 08/23/2021
Certification Expires: 08/23/2022
Records Officer’s certification has expired.

Brian Head (Utah). Police Department
535 South Vasels Road, P.O. Box 190068, Brian Head UT 84719
435-677-2029

Records Officer(s)
Nancy Leigh
Records Officer
56 North Hwy. 143
P.O. Box 190068
Brian Head, UT 84719
E-mail: nleigh@bhtown.utah.gov
Description of Role: Records management, GRAMA, destruction logs, police records, etc.

Records Officer Certification
Initial Certification: 05/22/2013
Most Recent Certification: 08/23/2021
Certification Expires: 08/23/2022
Records Officer’s certification has expired.

Brigham City (Utah)
20 North Main, P.O. Box 1005, Brigham City UT 84302
435-734-6600

Records Officer(s)
Christina Boss
Records Officer
20 North Main Street
Brigham City, UT 84302
E-mail: cboss@bcutah.org
Description of Role: City Recorder

Records Officer Certification
Initial Certification: 11/06/2019
Most Recent Certification: 11/02/2021
Certification Expires: 11/02/2022

Kari Pyle
Records Officer
E-mail: kapyle43@hotmail.com
Description of Role: Administrative Assistant at Brigham City Fire Department. Over receiving GRAMA requests for medical records.

Records Officer Certification
Initial Certification: 03/24/2022
Most Recent Certification: 03/28/2022
Certification Expires: 03/28/2023

Brigham City (Utah). Board of Adjustment
20 North Main Street #A, Brigham City UT 84302
(435)734-6612

Brigham City (Utah). City Council
PO Box 1005, 20 North Main, Brigham City UT 84302
435-734-2001

Brigham City (Utah). Mayor
20 North Main, Brigham City UT 84302

Brigham City (Utah). Parks and Recreation Department
1800 North 2000 West, Brigham City UT 84302
(435)734-6615

Brigham City (Utah). City Sexton
PO Box 1005, 20 N. Main St., Brigham City UT 84302
435 734 2001

Brigham City (Utah). Public Works Department
980 W. Forest Street, Brigham City UT 84302
435-734-6615

Brigham City (Utah). City Recorder
PO Box 1005, 20 N. Main St., Brigham City UT 84302
435 735 2001

Records Officer(s)
Christina Boss
Records Officer
20 North Main Street
Brigham City, UT 84302
E-mail: cboss@bcu.utah.org
Description of Role: City Recorder

Records Officer Certification
Initial Certification: 11/06/2019
Most Recent Certification: 11/02/2021
Certification Expires: 11/02/2022

Brigham City (Utah). Planning Commission
**Brigham City (Utah). Brigham Police Department**

20 North Main Ste. B, PO Box 1005, Brigham City UT 84302  
435-734-6650

**Records Officer(s)**

**Susan Zecca**  
Police Records Clerk Coordinator  
20 North Main St. Ste B  
Brigham City, UT 84302-5011  
E-mail: szecca@bcutah.org

**Records Officer Certification**

- Initial Certification: 10/07/2020
- Most Recent Certification: 09/23/2021
- Certification Expires: 09/23/2022

**Christina Boss**  
Records Officer  
20 North Main Street  
Brigham City, UT 84302  
E-mail: cboss@bcutah.org

**Description of Role:** City Recorder

**Records Officer Certification**

- Initial Certification: 11/06/2019
- Most Recent Certification: 11/02/2021
- Certification Expires: 11/02/2022

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**Brigham City (Utah). Shade Tree Commission**

980 W. Forest Street, Brigham City UT 84302  
435-734-6615

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**Brighton (Utah)**

11185 East Mountain Sun Lane, Brighton UT 84121  
435-940-9099

**Records Officer(s)**

**Kara John**  
Town Clerk  
6788 Big Cottonwood Canyon Road  
Brighton, UT  
E-mail: karajohn@brighton.utah.gov

**Records Officer Certification**

- Initial Certification: 10/27/2021
- Most Recent Certification: 10/27/2021
- Certification Expires: 10/27/2022

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**Brighton (Utah). Town Council.**

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**Bryce Canyon City (Utah)**

165 S. Main, Bryce Canyon City UT 84764

**Records Officer(s)**
Municipality Agency Names
with Authorized Records Officers

Sydney Joyce Syrett-Lamas
Records Officer
Bryce Canyon City Hall
70 West 100 North
Bryce, UT 84784
E-mail: sydsyrett@gmail.com
Description of Role: Bryce Canyon City Clerk

Records Officer Certification
Initial Certification: 05/06/2015
Most Recent Certification: 02/21/2020
Certification Expires: 02/21/2021
Records Officer's certification has expired.

Cannonville (Utah)
Community Center, 25 South Redrock Dr, PO Box 180075, Cannonville UT 84718
435-679-8784

Records Officer(s)
Mr. Tom Shakespeare
Records Officer
25 South Redrock Drive
PO Box 180075
Cannonville, UT 84718
E-mail: canvtown@scinternet.net
Description of Role: Town clerk

Records Officer Certification
Initial Certification: 05/06/2015
Most Recent Certification: 02/21/2020
Certification Expires: 02/21/2021
Records Officer has not completed required training certification.

Castle Dale (Utah)
City Hall, 65 East 1st North, P.O. Box 728, Castle Dale UT 84513
435-381-2115

Records Officer(s)
Lael White
City Recorder
65 East 100 North
PO Box 728
Castle Dale, UT 84513
E-mail: castledalerecorder@gmail.com

Records Officer Certification
Initial Certification: 03/26/2014
Most Recent Certification: 09/15/2021
Certification Expires: 09/15/2022

Castle Valley (Utah)
Castle Valley Community Center, #2Castle Valley Dr., HC-64 Box 2705, Castle Valley UT 84532
435-259-9828

Records Officer(s)
Jocelyn Buck
Town Clerk
HC 64 Box 2705
Castle Valley, UT 84532
E-mail: townclerk@castlevalleyutah.com
Municipality Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 12/27/2016
Most Recent Certification: 12/28/2021
Certification Expires: 12/28/2022

Jocelyn Buck
E-mail: canadaroo@yahoo.com
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Cedar City (Utah)
10 North Main Street, Cedar City UT 84720
435-586-2950

Records Officer(s)

Renon Savage
City Recorder
10 N. Main Street
Cedar City, UT 84720
E-mail: srenon@cedarcity.org
Records Officer Certification
Initial Certification: 04/15/2013
Most Recent Certification: 06/02/2022
Certification Expires: 06/02/2023

Cedar City (Utah). Police Department
10 N. Main Street, Cedar City UT 84720
435-586-2956

Records Officer(s)

Lori Fillerup
Police Support and Records Specialist
10 North Main Street
Cedar City, UT 84720
E-mail: flori@cedarcity.org
Records Officer Certification
Initial Certification: 09/22/2021
Most Recent Certification: 09/22/2021
Certification Expires: 09/22/2022

Mrs. Cassie Marie Edwards
Records Officer
10 N Main St
Cedar City, UT 84720
E-mail: ecassie@cedarcity.org
Description of Role: employee records, dissemination of police reports, video etc.
Records Officer Certification
Initial Certification: 10/02/2020
Most Recent Certification: 09/17/2021
Certification Expires: 09/17/2022

Cedar Fort (Utah)
Cedar Fort Community Center, 372 South 100 East, P.O. Box 389, Cedar Fort UT 84013
801-768-2147

Records Officer(s)
Cara Lyon
Cedar Fort Town Clerk
P.O. Box 389
Cedar Fort, UT 84013
E-mail: clerk@cedarfort.town

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Cedar Highlands (Utah)
Town of Cedar Highlands, 900 South Main St., P.O. Box 1921, Cedar City UT 84720
435-590-3441

Dani Katwyk
Town Clerk
Town of Cedar Highlands
900 South Main Street
Cedar City, UT 84720
E-mail: clerk@cedarhighlands.org

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Cedar Hills (Utah)
3925 West Cedar Hills Drive, Cedar Hills UT 84062
801-785-9688

Colleen Mulvey
City Recorder
10246 N. Canyon Road
Cedar Hills, UT 84062
E-mail: cmulvey@cedarhills.org
Description of Role: Records management, GRAMA

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 11/01/2021
Certification Expires: 11/01/2022

Centerfield (Utah)
Centerfield City Hall, 130 South Main, P.O. Box 220200, Centerfield UT 84622
435-528-3296

Lacey Belnap
130 S Main St
Centerfield, UT 84622
E-mail: belnapl@centerfieldcity.org

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.
Centerville (Utah)
250 North Main, Centerville UT 84014
801-295-3477

Records Officer(s)
Jennifer Hansen
City Recorder
250 N. Main St.
Centerville, UT 84014
E-mail: jennifer.hansen@centervilleutah.gov
Description of Role: Centerville City Recorder
Records Officer Certification
Initial Certification: 07/08/2021
Most Recent Certification: 07/08/2022
Certification Expires: 07/08/2023

Centerville (Utah). Sexton

Centerville (Utah). Police Department
250 North Main Street, Centerville UT 84014
801-292-8441

Records Officer(s)
Billie Jo Scotfield
250 North Main Street
Centerville, UT 84014
E-mail: billiejo.scotfield@centervilleutah.gov
Records Officer Certification
Initial Certification: 01/06/2022
Most Recent Certification: 01/06/2022
Certification Expires: 01/06/2023

Tricia Gallagher
250 North Main St
Centerville, UT 84014
E-mail: tricia.gallagher@centervilleutah.gov
Records Officer Certification
Initial Certification: 03/07/2022
Most Recent Certification: 03/07/2022
Certification Expires: 03/07/2023

Lisa Bednarz
Records Officer Alternate
250 North Main Street
Centerville, UT 84014
E-mail: lisa@centervilleut.com
Records Officer Certification
Initial Certification: 06/28/2017
Most Recent Certification: 05/06/2021
Certification Expires: 05/06/2022
Records Officer's certification has expired.

Central Valley (Utah)
50 West Center Street, Central Valley UT 84754
435-979-0253

Records Officer(s)
Municipality Agency Names
with Authorized Records Officers

Sheyenne Tenney
Records Officer
E-mail: sheyennedtenney@outlook.com
Description of Role: I am the Town Clerk/Recorder for Central Valley.
Records Officer Certification
Initial Certification: 07/27/2021
Most Recent Certification: 07/26/2022
Certification Expires: 07/26/2023

Tan Sittaichai
50 West Center
Central Valley, UT 84754
E-mail: cvtown1@gmail.com
Records Officer Certification
Initial Certification: 07/27/2021
Most Recent Certification: 07/26/2022
Certification Expires: 07/26/2023
Records Officer has not completed required training certification.

Charleston (Utah)
3010 West 3600 South, Heber City UT 84032
435-654-4033

Records Officer(s)
Karen Mair
Records Officer
3454 west 3400 south
Heber City, UT  84032
E-mail: jamiecharleston0@gmail.com
Description of Role: clerk/recorder
Records Officer Certification
Initial Certification: 11/10/2020
Most Recent Certification: 11/10/2020
Certification Expires: 11/10/2021
Records Officer's certification has expired.

Circleville (Utah)
Community Center, 220 South Center, P.O. Box 69, Circleville UT 84723
435-577-2598

Records Officer(s)
Mekeisia Westwood
Town Clerk
Circleville Town Hall
220 South Center
Circleville, UT 84723
E-mail: cuttownclerk@gmail.com
Records Officer Certification
Initial Certification: 08/27/2020
Most Recent Certification: 09/14/2021
Certification Expires: 09/14/2022

City of North Salt Lake (Utah)
10 East Center Street, North Salt Lake UT 84054
801 335-8709

Records Officer(s)
Municipality Agency Names
with Authorized Records Officers

Wendy Page
City Recorder
10 East Center Street
North Salt Lake, UT 84054
E-mail: wendyp@nslcity.org
Description of Role: City Recorder
Records Officer Certification
Initial Certification: 10/07/2018
Most Recent Certification: 02/22/2022
Certification Expires: 02/22/2023

City of North Salt Lake (Utah). Police Department
10 E. Center Street, North Salt Lake UT 84054
801-335-8652

Records Officer(s)
Jana Baggett
Police Records Officer
10 East Center Street
North Salt Lake, UT 84054
E-mail: janab@nslcity.org
Records Officer Certification
Initial Certification: 
Most Recent Certification:
Certification Expires: 
Records Officer has not completed required training certification.

Clarkston (Utah)
Town Hall, 50 South Main, P.O. Box 181, Clarkston UT 84305
435-563-3353

Records Officer(s)
Kristi Hidalgo
Town Clerk
Clarkston Town Hall
27 West 300 South
Clarkston, UT 84305
E-mail: clarkstontown@comcast.net
Description of Role: GRAMA and Records management
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 09/08/2014
Certification Expires: 09/08/2015
Records Officer's certification has expired.
Holly Jones
50 S. Main
Clarkston, UT 84305
E-mail: clarkstonpz@comcast.net
Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 01/27/2022
Certification Expires: 01/27/2023

Clawson (Utah)
200 South Main Street, P.O. Box 107, Clawson UT 84516
435-384-2724

Records Officer(s)
Maegan Crosland
200 South Main Street
Clawson, UT 84516
E-mail: maeganc@emery.utah.gov
Records Officer Certification
Initial Certification: 09/04/2020
Most Recent Certification: 09/04/2020
Certification Expires: 09/04/2021
Records Officer has not completed required training certification.

Shaun Gregersen
200 South Main
Clawson, UT 84516
E-mail: clawsontownclerk@gmail.com
Records Officer Certification
Initial Certification: 08/10/2022
Most Recent Certification: 08/17/2022
Certification Expires: 08/17/2023

Clearfield (Utah)
55 South State Street, Clearfield UT 84015
801-525-2700

Records Officer(s)
Nancy Dean
City Recorder
55 South State Street
Clearfield, UT 84015
E-mail: nancy.dean@clearfieldcity.org
Description of Role: Records management and GRAMA
Records Officer Certification
Initial Certification: 07/10/2013
Most Recent Certification: 04/11/2022
Certification Expires: 04/11/2023

Clearfield (Utah). City Council
55 South State Street, Clearfield UT 84015
(801)525-2700

Clearfield (Utah). Mayor
55 S. State Street, Clearfield UT 84015

Clearfield (Utah). City Manager
55 S. State Street, Clearfield UT 84015

Clearfield (Utah). Administration Division
55 S. State Street, Clearfield UT 84015
801 525 2700

Clearfield (Utah). City Attorney
55 South Street, Clearfield UT 84015
(801)525-2700
Clearfield (Utah). Finance Division
55 S. State Street, Clearfield UT 84015

Clearfield (Utah). Parks and Recreation Department
55 South State Street, Clearfield UT 84015
(801)525-2700

Clearfield (Utah). Public Works Department
55 S. State Street, Clearfield UT 84015

Clearfield (Utah). City Recorder
Clearfield City Recorder, 55 S. State Street, Clearfield UT 84015
801-525-2714

Clearfield (Utah). Clearfield Police Department
55 South State Street, Clearfield UT 84015
801-5252812

Records Officer(s)
Bettina Griffeth
Records Officer Police Dept.
55 South State Street
Clearfield, UT 84015
E-mail: bettina.griffeth@clearfieldcity.org
Description of Role: Records officer and GRAMA
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Cleveland (Utah)
Cleveland Town Office, 130 West Main, P.O. Box 325, Cleveland UT 84518
435-653-2310

Records Officer(s)
Nancy Livingston
Records Officer
130 W Main
PO Box 325
Cleveland, UT 84518
E-mail: clevelandtown@etv.net
Description of Role: Clerk and GRAMA officer.
Records Officer Certification
Initial Certification: 09/02/2015
Most Recent Certification: 11/22/2021
Certification Expires: 11/22/2022

Clinton (Utah)
City Hall, 2267 North 1500 West, Clinton UT 84015
801 774-2600
Records Officer(s)

Lisa Titensor
Deputy Recorder
2267 N. 1500 W.
Clinton, UT  84015
E-mail:  ltitensor@clintoncity.com
Description of Role:  Ordinances, resolutions, minutes, central files

Records Officer Certification
Initial Certification:  09/13/2012
Most Recent Certification:  08/23/2022
Certification Expires:  08/23/2023

Cathy Miller
Records Officer
2209 N. 1500 W.
Clinton, UT  84015
E-mail:  cmiller42@clinton.utah.gov
Description of Role:  Executive Secretary and GRAMA responder for the police department.

Records Officer Certification
Initial Certification:  12/10/2014
Most Recent Certification:  05/17/2022
Certification Expires:  05/17/2023

Clinton (Utah). Police Department
2209 N. 1500 W., Clinton UT 84015
801-614-0800

Records Officer(s)

Bill Chilson
Police Chief
2267 N. 1500 W.
Clinton, UT  84015
E-mail:  bchilson@clinton.utah.gov
Description of Role:  Police records

Records Officer Certification
Initial Certification:  12/10/2014
Most Recent Certification:  05/17/2022
Certification Expires:  05/17/2023

Cathy Miller
Records Officer
2209 N. 1500 W.
Clinton, UT  84015
E-mail:  cmiller42@clinton.utah.gov
Description of Role:  Executive Secretary and GRAMA responder for the police department.

Records Officer Certification
Initial Certification:  12/10/2014
Most Recent Certification:  05/17/2022
Certification Expires:  05/17/2023

Clinton (Utah). Special Sanitary Sewer Service District.

Coalville (Utah)
10 North Main Street, P.O. Box 188, Coalville UT 84017
435 336-5981

Records Officer(s)
Nachele Sargent  
City Treasurer  
PO Box 188  
Coalville, UT 84017  
E-mail: niki.sargent@coalvillecity.org  
Description of Role: Assists with records management

Records Officer Certification  
Initial Certification:  
Most Recent Certification:  
Certification Expires:  
Records Officer has not completed required training certification.

Copperton Metro Township (Utah)

Corinne (Utah)

2420 North 4000 West, P.O. Box 118, Corinne UT 84307  
435 744-5566

Records Officer(s)

Kendra Norman  
Records Officer  
2420 N 4000 W  
PO Box 118  
Corinne, UT 84307  
E-mail: kendra@corinnecity.com  
Description of Role: Recorder/Clerk

Records Officer Certification  
Initial Certification: 12/19/2019  
Most Recent Certification: 01/03/2022  
Certification Expires: 01/03/2023

Cornish (Utah)

Town Hall, 14300 North 4800 West, P.O. Box 103, Lewiston UT 84320  
435 258-2798

Records Officer(s)

Lauren Draney  
Records Officer  
4788 W 14300 N  
Cornish, UT 84308  
E-mail: cornishtownhall@gmail.com  
Description of Role: I keep record of the financial and administrative proceedings in Cornish.

Records Officer Certification  
Initial Certification: 08/17/2022  
Most Recent Certification: 08/22/2022  
Certification Expires: 08/22/2023

Cottonwood Heights (Utah)

2277 East Bengal Boulevard, Cottonwood Heights UT 84121  
801-944-7021

Records Officer(s)

Heather Sundquist  
Deputy City Recorder  
2277 E. Bengal Blvd  
Cottonwood Heights, UT 84121  
E-mail: hsundquist@ch.utah.gov
Municipality Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 06/04/2019
Most Recent Certification: 06/04/2021
Certification Expires: 06/04/2022
Records Officer’s certification has expired.

Paula Melgar
Records Officer
Records, Culture and HR
2277 East Bengal Boulevard
Cottonwood Heights, UT 84121
E-mail: pmelgar@ch.utah.gov

Records Officer Certification
Initial Certification: 09/17/2015
Most Recent Certification: 03/24/2022
Certification Expires: 03/24/2023

Cottonwood Heights (Utah). Police Department
2277 East Bengal Boulevard, Cottonwood Heights UT 84121
801-944-7100

Records Officer(s)

Candie Terry
Support Specialist Supervisor
2277 East Bengal Boulevard
Cottonwood Heights, UT 84121
E-mail: cterry@ch.utah.gov

Records Officer Certification
Initial Certification: 03/22/2016
Most Recent Certification: 02/15/2022
Certification Expires: 02/15/2023

Emily Dunford
Records Officer
2277 E. Bengal Blvd. Suite B
Cottonwood Heights 84121
E-mail: edunford@ch.utah.gov
Description of Role: Records technician, I work on most of the GRAMA requests that come into our department.

Records Officer Certification
Initial Certification: 04/04/2022
Most Recent Certification: 04/04/2022
Certification Expires: 04/04/2023

Daniel (Utah)
1375 S Daniels Rd., Suite #8, Heber City UT 84032
435-654-5062

Records Officer(s)

Lynne Shindurling
1375 S. Daniels Rd #8
Heber City, UT 84032
E-mail: clerk@danielutah.org

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Delta (Utah)
76 North 200 West, Delta UT 84624-9440
435-864-2759
Municipality Agency Names

with Authorized Records Officers

Records Officer(s)

Lora Fitch
Deputy Recorder
76 North 200 West
Delta, UT  84624
E-mail: lfitch@delta.utah.gov

Records Officer Certification
Initial Certification: 09/04/2022
Most Recent Certification: 09/04/2022
Certification Expires: 09/04/2023

Lora Fitch has not completed required training certification.

Sherri Westbrook
Records Officer
76 N 200 W
Delta, UT  84624
E-mail: swestbrook@delta.utah.gov

Description of Role: City Recorder and Records Manager

Records Officer Certification
Initial Certification: 02/03/2022
Most Recent Certification: 02/03/2022
Certification Expires: 02/03/2023

Deweyville (Utah)
Deweyville Town Hall, 10870 North Hwy. 38, Deweyville UT 84309
435-257-5011

Records Officer(s)

Nancy Page
Records Officer
Deweyville Town Hall
Deweyville Town Hall
10870 North Hwy 38
Deweyville, UT  84309
E-mail: deweyville@digis.net

Description of Role: Clerk/Recorder

Records Officer Certification
Initial Certification: 04/19/2020
Most Recent Certification: 05/18/2021
Certification Expires: 05/18/2022

Nancy Page's certification has expired.

Draper (Utah)
Draper City Hall, 1020 E. Pioneer Road, Draper UT 84020
801 576-6500

Records Officer(s)

DeAnn Rhodes
Police Support Services Supervisor
1020 E. Pioneer Road
Draper, UT  84020
E-mail: deann.rhodes@draper.ut.us

Description of Role: Police Records Supervisor

Records Officer Certification
Initial Certification: 01/08/2013
Most Recent Certification: 02/16/2022
Certification Expires: 02/16/2023

Laura Oscarson
City Recorder
E-mail: laura.oscarson@draper.ut.us
Draper (Utah). Police Department
1020 E. Pioneer Road, 12400 South, Draper UT 84020
801-576-6500

Records Officer(s)
DeAnn Rhodes
Police Support Services Supervisor
1020 E. Pioneer Road
Draper, UT  84020
E-mail:  deann.rhodes@draper.ut.us
Description of Role:  Police Records Supervisor

Records Officer Certification
Initial Certification:  01/23/2019
Most Recent Certification:  01/14/2022
Certification Expires:  01/14/2023

Duchesne (Utah)
500 E. Main, P.O. Box 974, Duchesne UT 84021
435-738-2464

Records Officer(s)
Kim Riggle
Duchesne City Recorder
Duchesne City Office Bldg.
500 East Main
Duchesne, UT  84021
E-mail:  duchesne@ubtanet.com
Description of Role:  City Recorder

Records Officer Certification
Initial Certification:  04/15/2021
Most Recent Certification:  04/15/2021
Certification Expires:  04/15/2022

Dutch John (Utah)
P.O. Box 235, Dutch John UT 84023

Records Officer(s)
Harriet Dickerson
E-mail:  hdickerson@dutchjohn.org

Records Officer Certification
Initial Certification:  08/11/2020
Most Recent Certification:  08/11/2020
Certification Expires:  08/11/2021

Amy McDonald
Records Officer
530 S. Blvd.
Dutch John, UT  84023
E-mail:  amcdonald@dutchjohn.org
Description of Role:  I am the Treasurer/Recorder for the Town of Dutch John.
# Municipality Agency Names

with Authorized Records Officers

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Address</th>
<th>Phone</th>
<th>Records Officer(s)</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eagle Mountain (Utah)</strong></td>
<td>1650 East Stagecoach Run, Eagle Mountain UT 84005</td>
<td>801-789-6610</td>
<td><strong>Ms. Johna R Rose</strong>&lt;br&gt;Agency Employee&lt;br&gt;1650 E. Stagecoach Run&lt;br&gt;Eagle Mountain, UT 84005&lt;br&gt;E-mail: <a href="mailto:jrose@emcity.org">jrose@emcity.org</a>&lt;br&gt;Description of Role: Deputy Recorder</td>
<td>Records Officer Certification&lt;br&gt;Initial Certification: 09/13/2012&lt;br&gt;Most Recent Certification: 11/20/2019&lt;br&gt;Certification Expires: 11/20/2020&lt;br&gt;Records Officer has not completed required training certification.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Fionnuala B Kofoed</strong>&lt;br&gt;City Recorder/Records Officer&lt;br&gt;1650 E. Stagecoach Run&lt;br&gt;Eagle Mountain, UT 84005&lt;br&gt;E-mail: <a href="mailto:fkofoed@emcity.org">fkofoed@emcity.org</a>&lt;br&gt;Description of Role: Records management and GHAMA</td>
<td>Records Officer Certification&lt;br&gt;Initial Certification: 09/13/2012&lt;br&gt;Most Recent Certification: 05/16/2022&lt;br&gt;Certification Expires: 05/16/2023&lt;br&gt;Records Officer's certification has expired.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Lianne Pengra</strong>&lt;br&gt;Records Officer&lt;br&gt;1650 E Stagecoach Run&lt;br&gt;Eagle Mountain, UT 84005&lt;br&gt;E-mail: <a href="mailto:lpengra@emcity.org">lpengra@emcity.org</a>&lt;br&gt;Description of Role: Deputy Recorder for Eagle Mountain City</td>
<td>Records Officer Certification&lt;br&gt;Initial Certification: 03/11/2020&lt;br&gt;Most Recent Certification: 02/15/2022&lt;br&gt;Certification Expires: 02/15/2023</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Tessa Katwyk</strong>&lt;br&gt;Records Officer&lt;br&gt;E-mail: <a href="mailto:tkatwyk@emcity.org">tkatwyk@emcity.org</a></td>
<td>Records Officer Certification&lt;br&gt;Initial Certification: 03/02/2022&lt;br&gt;Most Recent Certification: 03/03/2022&lt;br&gt;Certification Expires: 03/03/2023</td>
</tr>
<tr>
<td><strong>East Carbon (Utah)</strong></td>
<td>101 West Geneva Drive, P.O. Box 70, East Carbon UT 84520</td>
<td>435-888-6613</td>
<td><strong>Mrs. Elizabeth Holt</strong>&lt;br&gt;City Recorder&lt;br&gt;101 West Geneva Drive&lt;br&gt;PO Box 70&lt;br&gt;East Carbon, UT 84520&lt;br&gt;E-mail: <a href="mailto:liz@eastcarboncity.org">liz@eastcarboncity.org</a></td>
<td></td>
</tr>
</tbody>
</table>
Municipality Agency Names
with Authorized Records Officers

Description of Role: City Recorder and GRAMA

Records Officer Certification
Initial Certification: 06/10/2014
Most Recent Certification: 02/17/2022
Certification Expires: 02/17/2023

East Carbon (Utah). Police Department
101 West Geneva, P.O. Box 70, East Carbon UT 84520
435-888-2081

Elk Ridge (Utah)
80 East Park Drive, Elk Ridge UT 84651
435-423-2300

Records Officer(s)
Mr. Royce Swensen
Records Officer
Elk Ridge City Hall
800 E. Park Drive
Elk Ridge, UT 84651
E-mail: royc@elkridgecity.org

Records Officer Certification
Initial Certification: 
Most Recent Certification: 02/17/2022
Certification Expires: 02/17/2023

Records Officer has not completed required training certification.

Elmo (Utah)
75 East 100 South, P.O. Box 205, Elmo UT 84521
435-653-2695

Records Officer(s)
Delena Fish
Town Clerk
PO Box 205
Elmo, UT 84521
E-mail: delenafish@etv.net

Records Officer Certification
Initial Certification: 09/20/2013
Most Recent Certification: 08/20/2021
Certification Expires: 08/20/2022

Records Officer’s certification has expired.

Elsinore (Utah)
35 West Main, P.O. Box 408, Elsinore UT 84724
435-527-3306

Records Officer(s)
Jeane Wood
Town Clerk
Elsinore Town
35 West Main
Elsinore, UT 84724
E-mail: elsinoretown@cut.net
Description of Role: Records management and GRAMA
Municipality Agency Names

with Authorized Records Officers

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Jenica Scott
Town Treasurer
Elsinore Town
35 West Main
Elsinore, UT 84724
E-mail: elsinoretown@cut.net

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Elwood (Utah)
Town Hall, 5235 West 8800 North, Tremonton UT 84337
435-257-5518

Records Officer(s)

Gina Rae Marble
Town Clerk
5235 West 8800 North
Elwood, UT 84337
E-mail: gmarble@elwoodtown.com
Description of Role: GHAMA responder.

Records Officer Certification
Initial Certification: 11/01/2018
Most Recent Certification: 06/29/2021
Certification Expires: 06/29/2022
Records Officer's certification has expired.

Gina Marble
Records Officer
5235 w 8800 n
Elwood 84337
E-mail: gmarble@elwoodtown.com

Records Officer Certification
Initial Certification: 05/27/2022
Most Recent Certification: 05/27/2022
Certification Expires: 05/27/2023

Emery (Utah)
Emery Town Hall, 65 North Center, P.O. Box 108, Emery UT 84522
435-286-2417

Records Officer(s)

Amy Sundstrom
Town Clerk/Recorder
65 N. Center St.
PO Box 108
Emery, UT 84522
E-mail: townhall@etv.net

Records Officer Certification
Initial Certification: 10/21/2020
Most Recent Certification: 10/21/2020
Certification Expires: 10/21/2021
Records Officer's certification has expired.
Emigration Canyon Metro Township (Utah)
5025 E. Emigration Canyon Road, Salt Lake City UT 84108
385-240-1400

Records Officer(s)
Roberto Pinon
Records Officer
E-mail: pinon@ecmetro.org

Records Officer Certification
Initial Certification: 02/22/2022
Most Recent Certification: 02/22/2022
Certification Expires: 02/22/2023

Enoch (Utah)
Enoch City Office, 900 East Midvalley Road, Enoch UT 84720
435-586-1119

Records Officer(s)
Julie Watson
City Recorder
Enoch City Hall
900 East Midvalley Road
Enoch, UT 84720
E-mail: julie@enochcity.org
Description of Role: City records
Records Officer Certification
Initial Certification: 01/25/2013
Most Recent Certification: 03/01/2022
Certification Expires: 03/01/2023

Lindsay Hildebrand
Records Officer
E-mail: lindsay@enochcity.org
Records Officer Certification
Initial Certification: 03/10/2022
Most Recent Certification: 03/10/2022
Certification Expires: 03/10/2023

Enoch (Utah). Police Department
900 E Midvalley Road, Enoch UT 84721
435-586-1119

Records Officer(s)
Bailey Breinholt
Records Officer
900 E Midvalley Rd
Enoch, UT 84720
E-mail: bailey@enochcity.org
Description of Role: Police Secretary
Records Officer Certification
Initial Certification: 03/13/2020
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Enterprise (Utah)
PO Box 340, 375 South 200 East, Enterprise UT 84725
435 878-2221
Municipality Agency Names
with Authorized Records Officers

Records Officer(s)

Wendy Paine
City Recorder
PO Box 340
Enterprise, UT  84725
E-mail: wendy@enterpriseutah.org
Description of Role:  All records and GRAMA
Records Officer Certification
Initial Certification:  01/14/2013
Most Recent Certification:  04/30/2021
Certification Expires:  04/30/2022
Records Officer's certification has expired.

Ephraim (Utah)
City Hall, 5 South Main, Ephraim UT 84627
435-283-4631

Records Officer(s)

Candice Maudsley
Records Officer
E-mail: candice.maudsley@ephraimcity.org
Records Officer Certification
Initial Certification:  07/13/2022
Most Recent Certification:  07/13/2022
Certification Expires:  07/13/2023

Ephraim (Utah). Police Department
5 South Main Street, Ephraim City UT 84627
435-283-4602

Records Officer(s)

Lynsey R Zeeman
Records Officer
Ephraim City Police Department
5 South Main
Ephraim, UT  84627
E-mail: lynsey.zeeman@ephraimcity.org
Description of Role:  I am the Records Officer for the Ephraim Police Department.
Records Officer Certification
Initial Certification:  05/13/2013
Most Recent Certification:  01/26/2022
Certification Expires:  01/26/2023

Erda (Utah)

Records Officer(s)

Kalem Sessions
E-mail: kalemsessions@gmail.com
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Ms. Jennifer Poole
Records Officer
2241 N 370 W
Tooele, Ut  84074
E-mail: jpoole@erda.gov
Description of Role:  City Recorder for a newly created city.
Escalante (Utah)

PO Box 189, 56 North 100 West, Escalante UT 84726
435-826-4644

Records Officer(s)

Stephanie Steed
Records Officer
P.O. Box 189
P.O. Box 189, Stephanie Steed
PO Box 189
Escalante, UT 84726
E-mail: ssteed@escalantecity.com

Records Officer Certification
Initial Certification: 04/25/2022
Most Recent Certification: 04/25/2022
Certification Expires: 04/25/2023

Megan Haws
Records Officer
E-mail: treasurer@escalantecity.com

Records Officer Certification
Initial Certification: 10/10/2017
Most Recent Certification: 11/16/2021
Certification Expires: 11/16/2022

Eureka (Utah)

City Hall, P.O. Box 156, Eureka UT 84628
435 433-6915

Records Officer(s)

Mrs. Patricia Bigler
Records Officer
15 North Church Street
PO Box 156
Eureka, UT 84628-0156
E-mail: eureka15@cut.net
Description of Role: City Recorder, Utility Billing, Payroll, Business Licensing, Building Permits, General Office Skills, etc.

Records Officer Certification
Initial Certification: 09/12/2014
Most Recent Certification: 05/13/2022
Certification Expires: 05/13/2023

Fairfield (Utah)

Fairfield Town, 18053 West 1540 North, Cedar Valley UT 84013
801-766-3509

Records Officer(s)

Mrs. Stephanie Shelley
Records Officer
PO Box 271
Cedar Fort, UT 84013
E-mail: recorder@fairfieldtown.org
Description of Role: Town Recorder
Fairview (Utah)
City Hall, 85 South State, P.O. Box 97, Fairview UT 84629
435-427-3858

Records Officer(s)
Jan Anderson
City Recorder
85 South State
PO Box 97
Fairview, UT 84629
E-mail: jana@cut.net

Records Officer Certification
Initial Certification: 11/12/2013
Most Recent Certification: 03/29/2022
Certification Expires: 03/29/2023

Fairview (Utah). Police Department
P.O. Box 97, Fairview UT 84629
435-427-3858

Records Officer(s)
Jeremy Wright
Chief of Police
85 South State Street
Fairview, UT 84629
E-mail: fairviewchief@cut.net

Records Officer Certification
Initial Certification: 11/06/2018
Most Recent Certification: 11/06/2018
Certification Expires: 11/06/2019

Farmington (Utah)
PO Box 160, 160 South Main Street, Farmington UT 84025
801-451-2383

Records Officer(s)
Susan K Francom
Records Officer - Police
286 South 200 East
PO Box 160
Farmington, UT 84025
E-mail: sfrancom@farmington.utah.gov
Description of Role: Public Records Requests for Law Enforcement Records

Records Officer Certification
Initial Certification: 05/12/2022
Most Recent Certification: 05/12/2022
Certification Expires: 05/12/2023

DeAnn Carlile
160 South Main
Farmington, UT 84025
E-mail: dcarlile@farmington.utah.gov
Farmington (Utah). Police Department
286 South 200 East, Farmington UT 84025
801-451-5453

Records Officer(s)
Susan K Francom
Records Officer - Police
286 South 200 East
PO Box 160
Farmington, UT  84025
E-mail: sfrancom@farmington.utah.gov
Description of Role: Public Records Requests for Law Enforcement Records

Records Officer Certification
Initial Certification: 05/12/2022
Most Recent Certification: 05/12/2022
Certification Expires: 05/12/2023

Farr West (Utah)
Farr West City Office, 1896 North 1800 West, Farr West UT 84404
801 731-4187

Records Officer(s)
Mrs. Lindsay Afuai
Records Officer
1896 North 1800 West
Farr West, UT  84404
E-mail: lindsay@farrwestcity.com
Description of Role: UHAMA and records management

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 06/21/2022
Certification Expires: 06/21/2023

Fayette (Utah)
Town Hall, 100 East 90 South, HC 13 Box 300564, Fayette UT 84630
435-528-3668

Records Officer(s)
Kathlyn Williams
90 South 100 East
Fayette, UT  84630
E-mail: fayette5882@gmail.com

Records Officer Certification
Initial Certification: 06/06/2019
Most Recent Certification: 06/16/2022
Certification Expires: 06/16/2023

Ferron (Utah)
P.O. Box 820, City Hall: 20 East Main Street, Ferron UT 84523
435 384-2350

Records Officer(s)
Brittany Yeates  
City Recorder  
PO Box 820  
20 East Main  
Ferron, UT  84523  
E-mail:  recorder@ferroncity.org  
Records Officer Certification  
Initial Certification:  11/06/2018  
Most Recent Certification:  12/23/2020  
Certification Expires:  12/23/2021  
Records Officer’s certification has expired.

Fielding (Utah)  
Town Hall, 150 South 100 West, P.O. Box 68, Fielding UT 84311  
435 458-3682

Records Officer(s)  
Dottie Garn  
Records Officer  
150 South 100 West  
Fielding, UT  84311  
E-mail:  dotg400@yahoo.com  
Description of Role:  I am the Recorder/Clerk for Fielding Town; I handle all outgoing monies, record retention, records requests, filings, etc.  
Records Officer Certification  
Initial Certification:  01/02/2020  
Most Recent Certification:  04/21/2021  
Certification Expires:  04/21/2022  
Records Officer’s certification has expired.

Fillmore (Utah)  
75 West Center, Fillmore UT 84631  
435 743-5314

Records Officer(s)  
Kevin Orton  
City Recorder  
75 West Center  
Fillmore, UT  84631  
E-mail:  recorder@fillmorecity.org  
Records Officer Certification  
Initial Certification:  11/06/2018  
Most Recent Certification:  11/06/2018  
Certification Expires:  11/06/2019  
Records Officer’s certification has expired.

Fountain Green (Utah)  
PO Box 97, 260 West 100 North, Fountain Green UT 84632  
435-445-3453

Records Officer(s)  
Michelle Walker  
Records Officer  
Fountain Green City Hall  
260 W 100 N  
PO Box 97  
Fountain Green, UT  84632  
E-mail:  ftngreen@hotmail.com  
Description of Role:  All city records and GRAMA requests for the city
Fountain Green (Utah). Police Department
260 W. 100 N., Fountain Green UT 84632
435-445-3453

Francis (Utah)
2317 So. Spring Hollow Rd., Francis UT 84036
4357836236

Records Officer(s)
Suzanne M. Gillett
City Clerk/Recorder
2317 South Spring Hollow Rd.
Francis, UT 84036
E-mail: sgillett@francisutah.org
Description of Role: City Recorder
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 02/23/2022
Certification Expires: 02/23/2023

Susan Moses
2317 South SpringHollow Rd.
Kamas, UT 84036
E-mail: francisutah@yahoo.com
Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 02/25/2020
Certification Expires: 02/25/2021
Records Officer's certification has expired.

Mandy Crittenden
Agency Employee
2317 South Spring Hollow Road
Francis, UT 84036
E-mail: mandy.c@francisutah.org
Description of Role: I am the Francis City Treasurer, it is my responsibility to back up our City Recorder, therefore I need to be GRAMA certified.
Records Officer Certification
Initial Certification: 04/19/2022
Most Recent Certification: 04/19/2022
Certification Expires: 04/19/2023

Fruit Heights (Utah)
910 S Mountain Road, 910 South Mountain Rd, Fruit Heights UT 84037
8015460861

Records Officer(s)
Crystal Kunkel
Deputy Recorder
910 S Mountain Road
Fruit Heights, UT 84037
E-mail: c.kunkel@fruitheightscity.com
Records Officer Certification
Initial Certification: 10/25/2016
Most Recent Certification: 05/04/2022
Certification Expires: 05/04/2023
Garden City (Utah)
69 North Paradise Parkway, P.O. Box 207, Garden City UT 84028
435-946-2901

Records Officer(s)
Sharlene Millard
Assistant Clerk
69 N Paradise Parkway
PO Box 207
Garden City, UT 84028
E-mail: townofgardencity@gmail.com

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Cathie Rasmussen
Agency Employee
69 N Paradise Parkway
B
Garden City, UT 84028
E-mail: cathier@gardencityut.us

Description of Role: Town Clerk for the Town of Garden City

Records Officer Certification
Initial Certification: 01/04/2022
Most Recent Certification: 01/04/2022
Certification Expires: 01/04/2023

Garland (Utah)
PO Box 129, 72 North Main, Garland UT 84312
435 257-3118

Records Officer(s)
Sharlet Anderson
72 North Main Street
PO Box 129
Garland, UT 84312
E-mail: office@garlandutah.org

Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 09/13/2013
Certification Expires: 09/13/2014

Records Officer's certification has expired.

Genola (Utah)
74 West 800 South, Genola UT 84655
801 754-5300

Records Officer(s)
Lucinda Thomas
Town Clerk
74 West 800 South
Genola, UT 84655
E-mail: genolaclerk@gmail.com

Description of Role: Records management and GRAMA
Municipality Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 02/12/2013
Most Recent Certification: 11/06/2018
Certification Expires: 11/06/2019
Records Officer’s certification has expired.

Lucinda Thomas
Records Officer
74 W. 800 S
Genola, UT 84655
E-mail: genolaclerk@gmail.com
Description of Role: City Recorder

Records Officer Certification
Initial Certification: 07/02/2020
Most Recent Certification: 11/01/2021
Certification Expires: 11/01/2022

Glendale (Utah)
PO Box 220, 90 East Center Street, Glendale UT 84729
435-648-2341

Records Officer(s)
Rebecca Helms
Records Officer
GLENDALE TOWN
90 East Center Street
PO BOX 220
Glendale, UT 84729
E-mail: glendaleutahstown@gmail.com

Records Officer Certification
Initial Certification: 02/18/2016
Most Recent Certification: 02/16/2021
Certification Expires: 02/16/2022
Records Officer’s certification has expired.

Glenwood (Utah)
175 East 300 North, P.O. Box 300478, Glenwood UT 84730-0478
435-896-0260

Records Officer(s)
Kay Bybee
Town Clerk/Recorder
Glenwood Town
175 East 300 North
Glenwood, UT 84730
E-mail: glenwoodtown@cut.net

Records Officer Certification
Initial Certification: 02/01/2019
Most Recent Certification: 07/13/2022
Certification Expires: 07/13/2023
Records Officer has not completed required training certification.

Cecelia Bytheway
Treasurer
Glenwood Town
175 East 300 North
P.O. BOX 300478
Glenwood, UT 84730-0478
E-mail: glenwoodtown@gmail.com

Records Officer Certification
Initial Certification: 02/01/2019
Most Recent Certification: 07/13/2022
Certification Expires: 07/13/2023
Goshen (Utah)
PO Box 197, 10 West Main Street, Goshen UT 84633
801-667-9910

Records Officer(s)
Rachel Pena
10 West Main
PO Box 197
Goshen, UT 84633
E-mail: goshentown@cut.net

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Grantsville (Utah)
429 East Main Street, Grantsville UT 84029
435 884-3411

Records Officer(s)
Melanie Langford
Records Officer
50 North Bowery Street
Grantsville, UT 84029
E-mail: mlangford@grantsvilleut.gov
Description of Role: Administrative Assistant to the Chief of Police/Records Clerk

Records Officer Certification
Initial Certification: 08/23/2018
Most Recent Certification: 08/15/2022
Certification Expires: 08/15/2023

Brett Coombs
City Attorney
429 E. Main Street
Grantsville, UT 84029
E-mail: bmarshall@grantsvilleut.gov

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Robert Sager
Lieutenant
429 E. Main Street
Grantsville, UT 84029
E-mail: rsager@grantsvilleut.gov

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Mrs. Braydee N Baugh
City Recorder
429 East Main Street
Grantsville, UT 84029
E-mail: bbaugh@grantsvilleut.gov
Description of Role: performs duties of the City Recorder under State law, City Ordinance and Resolutions., Records Management and oversees proper classification of records
Grantsville (Utah). Police Department
Grantsville Police Department, 429 East Main St, Grantsville UT 84029
435-884-3411

Records Officer(s)

Mrs. Braydee N Baugh
City Recorder
429 East Main Street
429
Grantsville, UT 84029
E-mail: bbaugh@grantsvilleut.gov
Description of Role: performs duties of the City Recorder under State law, City Ordinance and Resolutions,. Records Management and oversees proper classification of records

Records Officer Certification
Initial Certification: 10/05/2021
Most Recent Certification: 10/05/2021
Certification Expires: 10/05/2022

Melanie Langford
Records Officer
50 North Bowery Street
Grantsville, UT 84029
E-mail: mlangford@grantsvilleut.gov
Description of Role: Administrative Assistant to the Chief of Police/Records Clerk

Records Officer Certification
Initial Certification: 08/23/2018
Most Recent Certification: 08/15/2022
Certification Expires: 08/15/2023

Robert Sager
Lieutenant
429 E. Main Street
Grantsville, UT 84029
E-mail: rsager@grantsvilleut.gov

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Green River (Utah)
460 East Main Street, P.O. Box 620, Green River UT 84525
435 564-3448

Records Officer(s)

Conae Black
City Recorder
460 E. Main Street
PO Box 620
Green River, UT 84525
E-mail: cblack@greenriverutah.com
Description of Role: Records management and GRAMA for all city departments

Records Officer Certification
Initial Certification: 10/31/2013
Most Recent Certification: 01/05/2015
Certification Expires: 01/05/2016
Records Officer’s certification has expired.
### Gunnison (Utah)

Gunnison City Hall, 38 West Center Street, P.O. Box 790, Gunnison UT 84634
435-528-7989

**Records Officer(s)**

Valerie Andersen  
38 West Center Street  
Gunnison, UT 84634  
E-mail: val@gunnisoncity.org

**Records Officer Certification**

- **Initial Certification:**  
- **Most Recent Certification:**  
- **Certification Expires:**

Records Officer has not completed required training certification.

### Hanksville (Utah)

P.O. Box 127, 85 West Main Street, Hanksville UT 84734-0127
435-542-3451

**Records Officer(s)**

Lisa J Wells  
Town Clerk  
Hanksville Town Hall  
30 South Hwy 95  
Hanksville, UT 84734  
E-mail: hanksvilleclerk@gmail.com

**Description of Role:** In charge of all record-keeping duties.

**Records Officer Certification**

- **Initial Certification:** 10/21/2015  
- **Most Recent Certification:** 12/16/2021  
- **Certification Expires:** 12/16/2022

### Harrisville (Utah)

Harrisville City Hall, 363 West Independence Blvd, Harrisville UT 84404  
801-782-4100

**Records Officer(s)**

**Mrs. Jackie VanMeeteren**  
Records Officer  
363 W Independence Blvd  
Harrisville, UT 84404  
E-mail: jvanmeeteren@cityofharrisville.com

**Description of Role:** Records officer for Harrisville Police Department and Harrisville Justice Court.

**Records Officer Certification**

- **Initial Certification:** 07/03/2013  
- **Most Recent Certification:** 05/12/2022  
- **Certification Expires:** 05/12/2023

**Cynthia Benson**  
363 West Independence Blvd  
Harrisville, UT 84404  
E-mail: cbenson@cityofharrisville.com

**Records Officer Certification**

- **Initial Certification:** 06/24/2022  
- **Most Recent Certification:** 06/24/2022  
- **Certification Expires:** 06/24/2023
Ms. Maria T Devereux
Records Officer
City of Harrisville
363 West Independence Blvd.
Harrisville, UT 84404
E-mail: mdevereux@cityofharrisville.com
Description of Role: Certified Records Officer,
City Recorder

Records Officer Certification
Initial Certification: 07/13/2022
Most Recent Certification: 07/13/2022
Certification Expires: 07/13/2023

Harrisville (Utah). Police Department
363 West Independence Boulevard, Harrisville UT 84404
801-782-4100

Records Officer(s)
Mrs. Jackie VanMeeteren
Records Officer
363 W Independence Blvd
Harrisville, UT 84404
E-mail: jvanmeeteren@cityofharrisville.com
Description of Role: Records officer for Harrisville Police Department and Harrisville Justice Court.

Records Officer Certification
Initial Certification: 07/03/2013
Most Recent Certification: 05/12/2022
Certification Expires: 05/12/2023

Hatch (Utah)
PO Box 625, 49 West Center, Hatch UT 84735
435-735-4364

Records Officer(s)
Kerrl Justus
Payroll Specialist for Garfield County School District
P.O. Box 398
145 East Center
Panguitch, UT 84759
E-mail: kerrl.justus@garfk12.org
Description of Role: GRAMA and records management

Records Officer Certification
Initial Certification: 01/24/2013
Most Recent Certification: 07/05/2022
Certification Expires: 07/05/2023

Jacie Torgersen
Records Officer
49 West Center
PO BOX 625
Hatch, UT 84735
E-mail: hatchut@scinternet.net
Description of Role: I am the Town Clerk for the Town of Hatch

Records Officer Certification
Initial Certification: 10/27/2016
Most Recent Certification: 03/09/2022
Certification Expires: 03/09/2023

Heber City (Utah)
Municipality Agency Names
with Authorized Records Officers

75 North Main Street, Heber City UT 84032
435 654-0757

Records Officer(s)
Mrs. Robin E Raines-Bond
Records Officer
75 North Main Street
Heber City, UT  84032
E-mail:  rraines@heberut.gov
Description of Role:  Deputy Recorder.  Preparation of city council agenda;  reviews and distributes City Council packets electronically.  Preparing and publishing public notices, attesting docs, filing GRAMA request.  Record

Records Officer Certification
Initial Certification:  12/01/2020
Most Recent Certification:  11/17/2021
Certification Expires:  11/17/2022

Trina Cooke
City Recorder
75 North Main St
Heber City, UT  84032
E-mail:  tcooke@heberut.gov
Description of Role:  Deputy City Recorder

Records Officer Certification
Initial Certification:  12/06/2018
Most Recent Certification:  11/17/2021
Certification Expires:  11/17/2022

Heber City (Utah).  Building Department
75 North Main Street, Heber City UT 84032
435-654-6330

Records Officer(s)
Mrs. Robin E Raines-Bond
Records Officer
75 North Main Street
Heber City, UT  84032
E-mail:  rraines@heberut.gov
Description of Role:  Deputy Recorder.  Preparation of city council agenda;  reviews and distributes City Council packets electronically.  Preparing and publishing public notices, attesting docs, filing GRAMA request.  Record

Records Officer Certification
Initial Certification:  12/01/2020
Most Recent Certification:  11/17/2021
Certification Expires:  11/17/2022

Kelly Rogers
Records Officer
75 North Main St
Heber City, UT  84032
E-mail:  krogers@ci.heber.ut.us
Records Officer Certification
Initial Certification:  
Most Recent Certification:  
Certification Expires:  Records Officer has not completed required training certification.

Heber City (Utah).  Police Department
301 S Main Street, Heber City UT 84032
435-654-3040

Records Officer(s)
Municipality Agency Names

with Authorized Records Officers

Mrs. Tammy Mair
Records Officer
301 South Main
Heber City, UT  84032
E-mail: tmair@ci.heber.ut.us
Description of Role: Heber City Police Department Record Keeper
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 11/01/2021
Certification Expires: 11/01/2022

Karen Tozier
75 North Main Street
Heber City, UT  84032
E-mail: ktozier@ci.heber.ut.us
Records Officer Certification
Initial Certification: 07/22/2013
Most Recent Certification: 09/16/2015
Certification Expires: 09/16/2016
Records Officer’s certification has expired.

Mrs. Robin E Raines-Bond
Records Officer
75 North Main Street
Heber City, UT  84032
E-mail: rraines@heberut.gov
Description of Role: Deputy Recorder. Preparation of city council agenda; reviews and distributes City Council packets electronically. Preparing and publishing public notices, attesting docs, filing GRAMA request. Record
Records Officer Certification
Initial Certification: 12/01/2020
Most Recent Certification: 11/17/2021
Certification Expires: 11/17/2022

Caradie Williams
Heber City Police Department
301 South Main
Heber City, UT  84032
E-mail: cash@heberut.gov
Records Officer Certification
Initial Certification: 02/03/2021
Most Recent Certification: 02/02/2022
Certification Expires: 02/02/2023

Helper (Utah)
PO Box 221, 58 South Main Street, Helper UT 84526
435-472-5391

Records Officer(s)
Zack Tonc
58 S. Main St.
Helper, UT  84526
E-mail: ztonc@helpercity.net
Records Officer Certification
Initial Certification: 02/17/2021
Most Recent Certification: 02/17/2022
Certification Expires: 02/17/2023

Helper (Utah). Cemetery Superintendent

Western Mining and Railroad Museum of Helper Utah (Utah)
294 South Main Street, Helper UT 84526
435-472-3009
Helper (Utah). Police Department
73 South Main Street, Helper UT 84526
435-472-3719

Records Officer(s)
Chris Gigliotti
97 South Main Street
Helper, UT 84526
E-mail: chrisgigliotti@helpercity.net

Records Officer Certification
Initial Certification: 04/15/2022
Most Recent Certification: 04/15/2022
Certification Expires: 04/15/2023

Henefer (Utah)
150 West Center Street, P.O. Box 112, Henefer UT 84033
435-336-5829

Records Officer(s)
Earleen Paskett
Town Clerk
PO Box 112
150 W. Center Street
Henefer, UT 84033
E-mail: ppaskett@allwest.net
Description of Role: All records and financials

Records Officer Certification
Initial Certification: 01/03/2013
Most Recent Certification: 01/05/2017
Certification Expires: 01/05/2018
Records Officer’s certification has expired.

Shelley Richins
E-mail: sdawnrichins@gmail.com

Records Officer Certification
Initial Certification: 01/19/2018
Most Recent Certification: 01/18/2022
Certification Expires: 01/18/2023

Henrieville (Utah)
PO Box 125, 70 West Main, Henrieville UT 84736
435-679-8581

Records Officer(s)
Marie Jaggar
Town Clerk
PO Box 125
Henrieville, UT 84736
E-mail: henrievilletown@scinternet.net
Description of Role: All town records

Records Officer Certification
Initial Certification: 11/08/2018
Most Recent Certification: 01/06/2022
Certification Expires: 01/06/2023

Herriman (Utah)
### Municipality Agency Names with Authorized Records Officers

5355 West Herriman Main Street, Herriman UT 84096
801-446-5323

<table>
<thead>
<tr>
<th>Records Officer(s)</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Jackie Nostrom</strong></td>
<td>City Recorder</td>
</tr>
<tr>
<td>5355 West Herriman Main Street</td>
<td>Herriman, UT 84096</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:jnostrom@herriman.org">jnostrom@herriman.org</a></td>
<td></td>
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<tr>
<td>Description of Role: City Recorder</td>
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<td><strong>Records Officer Certification</strong></td>
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<td>Initial Certification: 11/05/2013</td>
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<tr>
<td>Most Recent Certification: 10/26/2021</td>
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<td>Certification Expires: 10/26/2022</td>
<td></td>
</tr>
<tr>
<td><strong>Wendy Thorpe</strong></td>
<td>Deputy Recorder</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:wthorpe@herriman.org">wthorpe@herriman.org</a></td>
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<td><strong>Records Officer Certification</strong></td>
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<tr>
<td>Initial Certification: 12/28/2017</td>
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<tr>
<td>Most Recent Certification: 12/09/2021</td>
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<tr>
<td>Certification Expires: 12/09/2022</td>
<td></td>
</tr>
<tr>
<td><strong>Ashley Glines</strong></td>
<td>Records Officer</td>
</tr>
<tr>
<td>5355 W Herriman Main Street</td>
<td>Herriman, UT 84096</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:aglines@herriman.org">aglines@herriman.org</a></td>
<td></td>
</tr>
<tr>
<td>Description of Role: Records Specialist</td>
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<td><strong>Records Officer Certification</strong></td>
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<tr>
<td>Initial Certification: 07/20/2022</td>
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<tr>
<td>Most Recent Certification: 07/20/2022</td>
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<tr>
<td>Certification Expires: 07/20/2023</td>
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</tbody>
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**Herriman (Utah). Healthy Herriman.**

**Herriman (Utah). Police Department**

Herriman Police Department, 5355 W Herriman Main Street, Herriman UT 84095
801-858-0035

**Hideout (Utah)**

10860 North Hideout Trail, Hideout UT 84036
435-659-4739

<table>
<thead>
<tr>
<th>Records Officer(s)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alicia Fairbourne</strong></td>
<td>Records Officer</td>
</tr>
<tr>
<td>10860 N Hideout Trail</td>
<td>Hideout, UT 84036</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:afairbourne@hideoututah.gov">afairbourne@hideoututah.gov</a></td>
<td></td>
</tr>
<tr>
<td>Description of Role: Deputy City Recorder - fulfills any/all job duties when City Recorder is unable to.</td>
<td></td>
</tr>
<tr>
<td><strong>Records Officer Certification</strong></td>
<td></td>
</tr>
<tr>
<td>Initial Certification: 03/04/2020</td>
<td></td>
</tr>
<tr>
<td>Most Recent Certification: 03/21/2022</td>
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<tr>
<td>Certification Expires: 03/21/2023</td>
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</tbody>
</table>

**Highland (Utah)**
Hildale (Utah)

P. O. Box 840490, 320 East Newel Ave, Hildale UT 84784
4358742323

Records Officer(s)

Mariah La Corti
Deputy City Recorder
P.O. Box 840490
Hildale, UT 84784
E-mail: mariah@hildalecity.com
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Athena Cawley
320 East Newel Ave
Hildale, UT 84784
E-mail: athenac@hildalecity.com
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Hildale (Utah). Planning Commission.

Hinckley (Utah)

161 East 300 North, P.O. Box 138, Hinckley UT 84635
435-864-3522

Records Officer(s)

Tresa Martin
Records Officer
161 E 300 N
PO Box 138
Hinckley, UT 84635
E-mail: tmartin.hinckley@gmail.com
Description of Role: Hinckley Town Clerk
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Municipality Agency Names
with Authorized Records Officers

Holden (Utah)
PO Box 360127, 56 North Main, Holden UT 84636
435-795-2239

Records Officer(s)
Carla Collins
Holden Town Clerk
E-mail: Clerk@holdenutah.us
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Holladay (Utah)
4580 South 2300 Eest, Holladay UT 84117
801-272-9450

Records Officer(s)
Stephanie N Carlson
City Recorder
4580 South 2300 East
Holladay, UT 84117
E-mail: scarlson@cityofholladay.com
Description of Role: GRAMA, records management
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 03/07/2018
Certification Expires: 03/07/2019
Records Officer's certification has expired.

Kaylynn Olsen
Court Clerk
4580 South 2300 East
Holladay, UT 84117
E-mail: kolsen@cityofholladay.com
Description of Role: Court records
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Honeyville (Utah)
2635 West 6980 North, P.O. Box 142, Honeyville UT 84314
435-279-8427

Records Officer(s)
Brittany Chlarson
Clerk/Recorder
2635 West 6980 North
Honeyville, UT 84314
E-mail: honeyvillecity@gmail.com
Description of Role: Records officer and GRAMA.
Records Officer Certification
Initial Certification: 05/25/2019
Most Recent Certification: 01/27/2022
Certification Expires: 01/27/2023

Municipality Agency Names
with Authorized Records Officers

Mrs. Wendy Lyn Lindauer
Agency Employee
6977 N 2275 W
PO Box 55
Honeyville, Ut 84314
E-mail: wendy.honeyvillecity@gmail.com
Description of Role: Deputy Clerk
Records Officer Certification
Initial Certification: 04/08/2022
Most Recent Certification: 04/08/2022
Certification Expires: 04/08/2023

Hooper (Utah)
Ogden City

Records Officer(s)

Hooper City
City Recorder
5580 W 4600 S
Hooper, UT 84315
E-mail: admin@hoopercity.com
Description of Role: City Recorder/Administrative Assistant
Records Officer Certification
Initial Certification: 04/14/2013
Most Recent Certification: 09/15/2021
Certification Expires: 09/15/2022

Ms. Whittney B Black
Records Officer
5580 W 4600 S
Hooper, UT 84315
E-mail: admin@hoopercity.com
Description of Role: City Recorder
Records Officer Certification
Initial Certification: 09/27/2021
Most Recent Certification: 09/27/2021
Certification Expires: 09/27/2022

Hooper Park Service Area (Utah)
4455 South 5500 West, Hooper UT 84315
801-732-1064

Records Officer(s)

Ms. Whittney B Black
Records Officer
5580 W 4600 S
Hooper, UT 84315
E-mail: admin@hoopercity.com
Description of Role: City Recorder
Records Officer Certification
Initial Certification: 09/27/2021
Most Recent Certification: 09/27/2021
Certification Expires: 09/27/2022

Howell (Utah)
Howell Town Community Center, 15970 North 17400 West, P.O. Box 45, Howell UT 84316
435 471-2378

Records Officer(s)
Municipality Agency Names
with Authorized Records Officers

Sandy Burton
Town Clerk
16020 N. 17400 W., Ste A
PO Box 45
Howell, UT 84316
E-mail: office@howelltown.org
Records Officer Certification
Initial Certification: 02/28/2019
Most Recent Certification: 04/06/2020
Certification Expires: 04/06/2021
Records Officer’s certification has expired.

Huntington (Utah)
Huntington City Hall, 20 South Main, P.O. Box 126, Huntington UT 84528
435-687-2436

Records Officer(s)
Mrs. Jenene Hansen
20 South Main
PO Box 126
Huntington, UT 84528
E-mail: recorder@huntingtonut.com
Records Officer Certification
Initial Certification: 08/13/2014
Most Recent Certification: 07/08/2022
Certification Expires: 07/08/2023

Huntsville (Utah)
Huntsville Town Hall, 7309 East 200 South, P.O. Box 267, Huntsville UT 84317
801-745-3420

Records Officer(s)
Mrs. Rebecca Diane Endicott
Records Officer
7309 E. 200 South
Huntsville, UT 84317
E-mail: bendicott@huntsvilletown.com
Description of Role: Clerk/Recorder
Records Officer Certification
Initial Certification: 07/16/2019
Most Recent Certification: 09/18/2021
Certification Expires: 09/18/2022

Hurricane (Utah)
147 North 870 West, Hurricane UT 84737
435-635-2811

Records Officer(s)
Cindy Beteag
Records Officer
147 N 870 West
Hurricane, UT 84737
E-mail: cindy@cityofhurricane.com
Records Officer Certification
Initial Certification: 08/13/2020
Most Recent Certification: 07/27/2022
Certification Expires: 07/27/2023
Municipality Agency Names
with Authorized Records Officers

Hurricane (Utah). Police Department
90 South 700 West, Hurricane UT 84737
435-635-9663

Records Officer(s)

Ronda Anderton
Police Department Records
Hurricane Police Dept.
90 S 700 W
HURRICANE, UT 84737
E-mail: randerton@hcpd.utah.gov
Records Officer Certification
Initial Certification: 11/07/2018
Most Recent Certification: 11/02/2021
Certification Expires: 11/02/2022

Crystal Wright
Budget Specialist, Hurricane City Police
E-mail: cwright@hcpd.utah.gov
Records Officer Certification
Initial Certification: 11/08/2018
Most Recent Certification: 09/17/2021
Certification Expires: 09/17/2022

Cheryl Doty
Records Officer
90 S 100 W
Hurricane, UT 84737
E-mail: cddoty@hcpd.utah.gov
Description of Role: Records Specialist
Records Officer Certification
Initial Certification: 03/16/2022
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Carol Sparks
Records Officer
Hurricane City Police Department
90 South 700 West
Hurricane, UT 84737
E-mail: csparks@hcpd.utah.gov
Records Officer Certification
Initial Certification: 09/28/2018
Most Recent Certification: 09/08/2021
Certification Expires: 09/08/2022

Veronica Tait
Records Officer
90 S 700 W
Hurricane, UT 84737
E-mail: vtait@hcpd.utah.gov
Records Officer Certification
Initial Certification: 03/16/2022
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Veronica Tait
Records Officer
90 S 700 W
Hurricane, UT 84737
E-mail: vtait@hcpd.utah.gov
Records Officer Certification
Initial Certification: 03/16/2022
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Hyde Park (Utah)
113 East Center Street, P.O. Box 489, Hyde Park UT 84318
435 563-6507

Records Officer(s)

Hyde Park (Utah)
113 East Center Street, P.O. Box 489, Hyde Park UT 84318
435 563-6507

Records Officer(s)
### Municipality Agency Names with Authorized Records Officers

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Address</th>
<th>E-mail</th>
<th>Description of Role</th>
<th>Records Officer Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Balls</td>
<td>Treasurer</td>
<td>113 East Center Street</td>
<td><a href="mailto:Susan.b@hydeparkcity.org">Susan.b@hydeparkcity.org</a></td>
<td>GRAMA requests, financial records</td>
<td>Initial Certification: 05/14/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PO Box 489</td>
<td></td>
<td></td>
<td>Most Recent Certification: 08/22/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hyde Park, UT 84318</td>
<td></td>
<td></td>
<td>Certification Expires: 08/22/2019</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Records Officer's certification has expired.</td>
<td></td>
</tr>
<tr>
<td>Louise Ann Nielsen</td>
<td>Court Clerk</td>
<td>113 East Center Street</td>
<td><a href="mailto:louisen@hydeparkcity.org">louisen@hydeparkcity.org</a></td>
<td>Clerk of Court</td>
<td>Initial Certification: 05/15/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PO Box 489</td>
<td></td>
<td></td>
<td>Most Recent Certification: 07/16/2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hyde Park, UT 84318</td>
<td></td>
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<td>Certification Expires: 07/16/2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Records Officer's certification has expired.</td>
<td></td>
</tr>
<tr>
<td>DeAnn D Turner</td>
<td>Court Clerk</td>
<td>113 East Center Street</td>
<td><a href="mailto:deann@hydeparkcity.org">deann@hydeparkcity.org</a></td>
<td></td>
<td>Initial Certification: 05/10/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PO Box 489</td>
<td></td>
<td></td>
<td>Most Recent Certification: 06/03/2021</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hyde Park, UT 84318</td>
<td></td>
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<td>Certification Expires: 06/03/2021</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Records Officer's certification has expired.</td>
<td></td>
</tr>
<tr>
<td>Carlene Umpleby</td>
<td>Utilities</td>
<td>113 East Center Street</td>
<td><a href="mailto:carlene@hydeparkcity.org">carlene@hydeparkcity.org</a></td>
<td></td>
<td>Initial Certification: 05/14/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PO Box 489</td>
<td></td>
<td></td>
<td>Most Recent Certification: 06/17/2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hyde Park, UT 84318</td>
<td></td>
<td></td>
<td>Certification Expires: 06/17/2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Records Officer's certification has expired.</td>
<td></td>
</tr>
<tr>
<td>Donja Wright</td>
<td>City Recorder</td>
<td>113 East Center Street</td>
<td><a href="mailto:donja.w@hydeparkcity.org">donja.w@hydeparkcity.org</a></td>
<td></td>
<td>Initial Certification: 05/10/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PO Box 489</td>
<td></td>
<td></td>
<td>Most Recent Certification: 05/19/2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hyde Park, UT 84318</td>
<td></td>
<td></td>
<td>Certification Expires: 05/19/2023</td>
</tr>
</tbody>
</table>

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**Hyrum (Utah)**

83 West Main, Hyrum UT 84319  
435 245-6033

Records Officer(s)
## Municipality Agency Names with Authorized Records Officers

### Hyrum, UT

**Stephanie Fricke**  
City Recorder  
83 West Main  
Hyrum, UT 84319  
E-mail: sfricke@hyrumcity.org  
Description of Role: All records for Hyrum City  
**Records Officer Certification**  
- Initial Certification: 09/13/2012  
- Most Recent Certification: 09/21/2015  
- Certification Expires: 09/21/2016  
**Records Officer’s certification has expired.**  

**Stephanie Fricke**  
Records Officer  
60 West Main  
Hyrum, Utah, UT 84319  
E-mail: sfricke@hyrumcity.com  
Description of Role: I am the City Recorder  
**Records Officer Certification**  
- Initial Certification: 06/27/2018  
- Most Recent Certification: 09/30/2021  
- Certification Expires: 09/30/2022

### Independence, UT

**Jodi Hoffman**  
Town Clerk  
Town of Independence  
4530 E. Center Creek Road  
Independence, UT 84032  
E-mail: independenceut@gmail.com  
**Records Officer Certification**  
- Initial Certification:  
- Most Recent Certification:  
- Certification Expires:  
**Records Officer has not completed required training certification.**  

**Cathy Bingham**  
4530 East Center Creek Road  
Independence, UT 84032  
E-mail: cbr0528@aol.com  
**Records Officer Certification**  
- Initial Certification: 11/29/2018  
- Most Recent Certification: 01/06/2022  
- Certification Expires: 01/06/2023

### Midway, UT

**Bart Smith**  
Town Clerk  
P.O. Box 235  
Midway, UT 84049  
E-mail: interlakenclerk@gmail.com  
**Records Officer Certification**  
- Initial Certification: 04/13/2020  
- Most Recent Certification: 04/13/2020  
- Certification Expires: 04/13/2021  
**Records Officer’s certification has expired.**
Ivins (Utah)
85 North Main Street, Ivins UT 84738
435-628-0606

Records Officer(s)
Ms. Kari Jimenez
Records Officer
85 North Main Street
Ivins, UT 84738
E-mail: kjimenez@ivins.com
Description of Role: All City Recorder and Paralegal duties
Records Officer Certification
Initial Certification: 08/19/2013
Most Recent Certification: 07/18/2022
Certification Expires: 07/18/2023

Mrs. Sharon Lee Allen
Agency Employee
55 N. Main St.
Ivins, UT 84738
E-mail: sallen@ivins.com
Description of Role: Deputy City Recorder
Records Officer Certification
Initial Certification: 01/09/2015
Most Recent Certification: 12/15/2021
Certification Expires: 12/15/2022

Laurel Hill
55 North Main St
Ivins, UT 84738
E-mail: lhill@ivins.com
Records Officer Certification
Initial Certification: 10/14/2021
Most Recent Certification: 03/18/2022
Certification Expires: 03/18/2023

Tanya Wambold
E-mail: twambold@ivins.com
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Ivins (Utah). Police Department
2603 Santa Clara Dr., 2nd Floor, Santa Clara UT 84765
435-652-1122

Records Officer(s)
Tanya Wambold
E-mail: twambold@ivins.com
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Joseph (Utah)
Joseph Town Hall, 25 East 100 North, Joseph UT 84739
435 527-4394
Records Officer(s)

Haley Obray
Town Clerk
25 East 100 North
Joseph, UT 84739
E-mail: jotownclerkho@gmail.com

Records Officer Certification
- Initial Certification: 08/01/2019
- Most Recent Certification: 08/01/2019
- Certification Expires: 08/01/2020

Nikole Campbell
25 E 100 N
Joseph, UT 84739
E-mail: cnikole30@gmail.com

Records Officer Certification
- Initial Certification: 12/30/2021
- Most Recent Certification: 12/30/2021
- Certification Expires: 12/30/2022

Junction (Utah)
155 North 200 West, P.O. Box 26, Junction UT 84740
435-577-2840

Records Officer(s)

Teresa M Pearson
Town Clerk
P.O. Box 26
149 North 200 West
Junction, UT 84740
E-mail: junction.town@yahoo.com
Description of Role: All records for Junction Town

Records Officer Certification
- Initial Certification: 02/11/2013
- Most Recent Certification: 01/06/2022
- Certification Expires: 01/06/2023

Kamas (Utah)
Kamas City Hall, 170 North Main Street, Kamas UT 84036
435-783-4630

Records Officer(s)

Kim Peacock
City Recorder
Kamas City
170 North Main
Kamas, UT 84036
E-mail: kpeacock@kamascityut.gov
Description of Role: Records management and GRAMA

Records Officer Certification
- Initial Certification: 09/13/2013
- Most Recent Certification: 09/01/2022
- Certification Expires: 09/01/2023

Mrs. Dori Snyder
Agency Employee
170 N Main
Kamas, UT 84036
E-mail: dorisnyder@hotmail.com
Description of Role: Deputy Recorder
Kamas (Utah). Police Department
170 N. Main Street, Kamas UT 84036
435-783-4344

Records Officer(s)
Brad Smith
Chief of Police
170 North Main
Kamas, UT 84036
E-mail: bsmith@kamascityut.gov
Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 09/01/2022
Certification Expires: 09/01/2023

Kanab (Utah)
26 N 100 E, Kanab UT 84741
435-644-2534

Records Officer(s)
Lorna Watson
PO Box 128
Kanab, UT 84741
E-mail: lwatson@kanab.utah.gov
Description of Role: Police department records
Records Officer Certification
Initial Certification: 06/11/2019
Most Recent Certification: 06/11/2019
Certification Expires: 06/11/2020
Records Officer has not completed required training certification.

Mr. Joseph Decker
City Manager
26 N 100 E
Kanab, UT 84741
E-mail: jdecker@kanab.utah.gov
Records Officer Certification
Initial Certification: 06/11/2019
Most Recent Certification: 06/11/2019
Certification Expires: 06/11/2020
Records Officer's certification has expired.

Celeste Cram
Agency Employee
26 N 100 E
Kanab, Ut 84741
E-mail: ccram@kanab.utah.gov
Description of Role: Recorder
Deputy Recorder
Accounts Payable
Records Officer Certification
Initial Certification: 03/31/2022
Most Recent Certification: 03/31/2022
Certification Expires: 03/31/2023
Municipality Agency Names
with Authorized Records Officers

Kanab (Utah). Police Department
76 North Main, Kanab UT 84741
435-644-5854

Records Officer(s)
Katherine Ohlwiler
Kanab City Treasurer
76 North Main
Kanab, UT 84741
E-mail: kohlwiler@kanab.utah.gov
Records Officer Certification
Initial Certification:  
Most Recent Certification:  
Certification Expires:  
Records Officer has not completed required training certification.

Mr. Joseph Decker
City Manager
26 N 100 E
Kanab, UT 84741
E-mail: jdecker@kanab.utah.gov
Records Officer Certification
Initial Certification: 06/11/2019
Most Recent Certification: 06/11/2019
Certification Expires: 06/11/2020
Records Officer’s certification has expired.

Kanarraville (Utah)
Town Hall, 40 S. Main Street, P.O. Box 420148, Kanarraville UT 84741
435-865-0967

Records Officer(s)
David Ence
Town Clerk
PO Box 420148
Kanarraville, UT 84741
E-mail: david@kanarraville.org
Description of Role: Records management and GRAMA
Records Officer Certification
Initial Certification: 08/20/2013
Most Recent Certification: 08/23/2019
Certification Expires: 08/23/2020
Records Officer’s certification has expired.
Heidi Loveland
E-mail: heidi@kanarraville.org
Records Officer Certification
Initial Certification: 08/21/2020
Most Recent Certification: 08/18/2022
Certification Expires: 08/18/2023

Kanosh (Utah)
Kanosh Town Hall, 40 N. Main, PO Box 9, Kanosh UT 84637
435 759-2626

Records Officer(s)
Cindy Turner
Records Officer
265 South 100 East
Kanosh, UT 84637
Municipality Agency Names
with Authorized Records Officers

E-mail: cindytimturner@gmail.com
Description of Role: I am the Kanosh Town Clerk

Records Officer Certification
Initial Certification: 11/21/2019
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

Kaysville (Utah)
23 E Center St, 23 E Center St, Kaysville UT 84037
801-546-1235

Records Officer(s)

Annemarie Plaizier
City Recorder
Kaysville City Municipal Center
23 East Center Street
Kaysville, UT 84037
E-mail: aplaizier@kaysville.gov

Records Officer Certification
Initial Certification: 03/20/2019
Most Recent Certification: 04/01/2022
Certification Expires: 04/01/2023

Chelsie Fromeyer
23 E Center St
Kaysville, UT 84037
E-mail: cfromeyer@kaysvillecity.com

Records Officer Certification
Initial Certification: 05/19/2021
Most Recent Certification: 06/30/2022
Certification Expires: 06/30/2023

Nic Mills
23 East Center St
Kaysville, UT 84037
E-mail: nmills@kaysvillecity.com

Records Officer Certification
Initial Certification: 05/19/2021
Most Recent Certification: 05/19/2021
Certification Expires: 05/19/2022

Mrs. Jessica S Busk
Records Officer
58 East 100 North
Kaysville, UT 84037
E-mail: jbusk@kaysvillecity.com

Records Officer Certification
Initial Certification: 05/19/2021
Most Recent Certification: 05/19/2021
Certification Expires: 05/19/2022

Records Officer’s certification has expired.

Records Officer has not completed required training certification.

Kaysville (Utah). Cemetery Superintendent

Kaysville (Utah). Police Department
80 North Main Street, Kaysville UT 84037
801-546-1131

Records Officer(s)
Municipality Agency Names

with Authorized Records Officers

Nic Mills
23 East Center St
Kaysville, UT  84037
E-mail:  nmills@kaysvillecity.com
Records Officer Certification
Initial Certification:  05/19/2021
Most Recent Certification:  05/19/2021
Certification Expires:  05/19/2022
Records Officer's certification has expired.

Chelsie Fromeyer
23 E Center St
Kaysville, UT  84037
E-mail:  cfromeyer@kaysvillecity.com
Records Officer Certification
Initial Certification:  05/19/2021
Most Recent Certification:  06/30/2022
Certification Expires:  06/30/2023

Kearsns Metro Township (Utah)
5025 south state street, murray UT

Kingston (Utah)
44 West 100 South, PO Box 430365, Kingston UT 84743
435-577-2967

Records Officer(s)
Kali Gleave
Town Clerk
44 West 100 South
PO Box 430365
Kingston, UT  84743
Records Officer Certification
Initial Certification: 10/05/2015
Most Recent Certification: 11/26/2019
Certification Expires: 11/26/2020
Records Officer has not completed required training certification.

Koosharem (Utah)
PO Box 440199, 45 North Main, Koosharem UT 84744
435 638-7598

Records Officer(s)
Mrs. Allison Lewis
Records Officer
45 North Main
Koosharem, UT  84744
E-mail:  koosharemtown@scinternet.net
Description of Role:  Koosharem Town Clerk
Records Officer Certification
Initial Certification: 10/05/2015
Most Recent Certification: 11/26/2019
Certification Expires: 11/26/2020
Records Officer's certification has expired.

Laketown (Utah)
10 North 200 East, Laketown UT 84038
435-946-2993
LaVerkin (Utah)
435 North Main, La Verkin UT 84745
435-635-2581

Records Officer(s)

Christy Ballard
Administrative Assistant
43S North Main
La Verkin, UT 84745
E-mail: Christy.ballard@laverkincity.org
Description of Role: Records management and GRAMA

Records Officer Certification
Initial Certification: 04/15/2013
Most Recent Certification: 08/29/2022
Certification Expires: 08/29/2023

Troylinn Benson
Director of Administration
435 North Main Street
La Verkin, UT 84745
E-mail: troylinnb.asssd@gmail.com
Description of Role: Records management and GRAMA for finance

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires:
Records Officer has not completed required training certification.

La Verkin (Utah). Police Department
111 South Main Street, La Verkin UT 84745
801-635-0427

Records Officer(s)

Ben Lee
Police Chief
43S North Main
La Verkin, UT 84745
E-mail: ben.lee@laverkincity.org

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires:
Records Officer has not completed required training certification.

Layton (Utah)
437 North Wasatch Drive, Layton UT 84041
801-546-8500
Records Officer(s)

Kristen L Eklund
Records Officer
429 N Wasatch Dr
Layton, UT 84041
E-mail: keklund@laytoncity.org
Description of Role: Layton Police Department Records Manager

Records Officer Certification
Initial Certification: 02/25/2013
Most Recent Certification: 02/23/2022
Certification Expires: 02/23/2023

Kimberly Read
Recorder
Layton City Hall
437 North Wasatch Drive
Layton, UT 84041
E-mail: kread@laytoncity.org

Records Officer Certification
Initial Certification: 10/24/2016
Most Recent Certification: 10/05/2021
Certification Expires: 10/05/2022

Layton (Utah). Department of Finance
437 North Wasatch Drive, Layton UT 84041
801 546-8500

Leamington (Utah)
Leamington Town Hall, 61 West Main, P.O. Box 38101, Leamington UT 84638
435 857-2433

Records Officer(s)

Ann Finlinson
Records Officer
61 West Main
PO Box 38101
Leamington, UT 84638
E-mail: leamingtongovern@gmail.com
Description of Role: Town Clerk/Recorder

Records Officer Certification
Initial Certification: 01/14/2016
Most Recent Certification: 09/30/2021
Certification Expires: 09/30/2022
Leeds (Utah)
Leeds Town Hall, 218 N. Main Street, Leeds UT 84746-0879
435-879-2447

Records Officer(s)

Aseneth Steed
Clerk/Recorder
218 North Main St
P O Box460879
Leeds, UT  84746
E-mail:  clerk@leedstown.org

Records Officer Certification
Initial Certification: 11/18/2019
Most Recent Certification: 02/15/2022
Certification Expires: 02/15/2023

Kristi Barker
Clerk/Recorder
218 North Main Street
Leeds, UT  84746
E-mail:  kbarker@leedstown.org

Records Officer Certification
Initial Certification: 07/05/2016
Most Recent Certification: 07/17/2017
Certification Expires: 07/17/2018

Records Officer’s certification has expired.

Lehi (Utah)
PO Box 255, 153 North 100 East, Lehi UT 84043
801 768-7100

Records Officer(s)

Alyson Alger
153 N 100 E
Lehi, UT  84043
E-mail:  aalger@lehi-ut.gov
Description of Role:  Financial records

Records Officer Certification
Initial Certification:  
Most Recent Certification:  
Certification Expires:  
Records Officer has not completed required training certification.

Angie Reynolds
176 N. Center
Lehi, UT  84043
E-mail:  areynolds@lehi-ut.gov
Description of Role:  Medical records

Records Officer Certification
Initial Certification:  
Most Recent Certification:  
Certification Expires:  
Records Officer has not completed required training certification.

Noreen Edwards
99 West Main Street
Suite 100
Lehi, UT  84043
E-mail:  nedwards@lehi-ut.gov
Description of Role:  Planning and zoning department records
Municipality Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 09/13/2012
Certification Expires: 09/13/2013

Records Officer has not completed required training certification.

Jeremy Estes
560 W. Glen Carter Drive
Lehi, UT 84043
E-mail: jestes@lehi-ut.gov
Description of Role: Fleet records

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 09/13/2012
Certification Expires: 09/13/2013

Records Officer's certification has expired.

Cindy Stone
560 W. Glen Carter Drive
Lehi, UT 84043
E-mail: cstone@lehi-ut.gov
Description of Role: Water records

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 09/13/2012
Certification Expires: 09/13/2013

Records Officer has not completed required training certification.

Shawn Winters
153 N 100 E
1525 N 600 E
Lehi, UT 84043
E-mail: swinters@lehi-ut.gov
Description of Role: Cemetery Sexton

Records Officer Certification
Initial Certification: 06/24/2013
Most Recent Certification: 11/06/2018
Certification Expires: 11/06/2019

Records Officer's certification has expired.

Mrs. Teisha Wilson
City Recorder
153 North 100 East
Lehi, UT 84043
E-mail: twilson@lehi-ut.gov
Description of Role: Deputy Recorder

Records Officer Certification
Initial Certification: 06/17/2014
Most Recent Certification: 08/31/2022
Certification Expires: 08/31/2023

Mrs. Melanie Lehi Hansen
Agency Employee
560 W Glen Carter Dr
Lehi, UT 84043
E-mail: mhansen@lehi-ut.gov
Description of Role: Administrative Asst. for Lehi Power Dept.

Records Officer Certification
Initial Certification: 11/07/2018
Most Recent Certification: 11/07/2018
Certification Expires: 11/07/2019

Records Officer's certification has expired.

David Kitchen
Lehi City
153 North 100 East
Lehi, UT 84043
E-mail: dkitchen@lehi-ut.gov
Lehi City (Utah). Library
120 North Center St., Lehi UT 84043

Lehi (Utah). Police Department
Lehi Police Department, 580 West State St., Lehi UT 84043
801-766-5800

Records Officer(s)

Kim Street
580 West State Street
Lehi, UT 84043
E-mail: kstreet@lehi-ut.gov
Description of Role: Police Executive Assistant
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 04/23/2019
Certification Expires: 04/23/2020
Records Officer’s certification has expired.

Levan (Utah)
Levan Town Hall, 20 North Main, P.O. Box 40, Levan UT 84639
435 623-1959

Records Officer(s)

Heather Poulson
Records Officer
E-mail: hpoulson.levantown@gmail.com
Records Officer Certification
Initial Certification: 01/16/2020
Most Recent Certification: 02/03/2022
Certification Expires: 02/03/2023
Elizabeth Hone
Town Clerk
20 North Main
PO Box 40
Levan, UT 84639
E-mail: ehone.levantown@gmail.com
Description of Role: Town Clerk

Records Officer Certification
Initial Certification: 06/19/2013
Most Recent Certification: 03/24/2021
Certification Expires: 03/24/2022

Susan Kendall
Records Officer
20 N Main St
Levan, UT 84639
E-mail: skendall.levantown@gmail.com
Description of Role: Deputy Clerk for the Town of Levan

Records Officer Certification
Initial Certification: 04/04/2022
Most Recent Certification: 04/04/2022
Certification Expires: 04/04/2023

Jessica Shepherd
E-mail: jshepherd.levantown@gmail.com

Records Officer Certification
Initial Certification: 04/21/2022
Most Recent Certification: 04/21/2022
Certification Expires: 04/21/2023

Levan (Utah). Activities Committee.

Records Officer(s)

Susan Kendall
Records Officer
20 N Main St
Levan, UT 84639
E-mail: skendall.levantown@gmail.com
Description of Role: Deputy Clerk for the Town of Levan

Records Officer Certification
Initial Certification: 04/04/2022
Most Recent Certification: 04/04/2022
Certification Expires: 04/04/2023

Lewiston (Utah)

PO Box 36, 29 South Main Street, Lewiston UT 84320
435 258-2141

Records Officer(s)

Chris Barr
Records Officer
29 S Main
Lewiston, UT 84320
E-mail: cbarr@lewiston-ut.org
Description of Role: City Recorder / Clerk

Records Officer Certification
Initial Certification: 11/09/2021
Most Recent Certification: 11/09/2021
Certification Expires: 11/09/2022

Liberty City (Utah)
Lindon (Utah)
100 North State, Lindon UT 84042
801 785-5043

Records Officer(s)
Mrs. Kathryn Moosman
Records Officer
100 North State Street
Lindon, UT 84042
E-mail: kmoosman@lindoncity.org
Description of Role: Lindon City Recorder

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 01/19/2022
Certification Expires: 01/19/2023

Lindon (Utah). Police Department
90 North State Street, Lindon UT 84042
801-769-8600

Records Officer(s)
Barbara Allen
Records clerk
Lindon Public Safety Building
90 North State Street
Lindon, UT 84042
E-mail: ballen@lindoncity.org

Records Officer Certification
Initial Certification: 12/05/2018
Most Recent Certification: 01/03/2022
Certification Expires: 01/03/2023

Loa (Utah)
P.O. Box 183, 80 West Center, Loa UT 84747
435 836-2160

Records Officer(s)
Michelle Brian
Town Clerk
PO Box 183
80 West Center
Loa, UT 84747
E-mail: loatown@scinternet.net

Records Officer Certification
Initial Certification: 04/02/2014
Most Recent Certification: 08/30/2022
Certification Expires: 08/30/2023

Logan (Utah)
290 North 100 West, P.O. Box 527, Logan UT 84321
435-716-9002

Records Officer(s)
Teresa Harris
290 North 100 West
Logan, UT 84321
Logan (Utah). City Council
PO Box 527, 255 N Main, Logan UT 84323
435 750-9800

Records Officer(s)

Esli S. Morales
Records Officer
290 N 100 W Logan
Logan, UT 84321
E-mail: esli.morales@loganutah.org
Description of Role: Deputy Recorder
Records Officer Certification
Initial Certification: 10/23/2020
Most Recent Certification: 10/19/2021
Certification Expires: 10/19/2022

Logan (Utah). Municipal Court
446 North 100 West, Logan UT 84321
435-750-9860

Records Officer(s)

Witchurin Seeley
E-mail: witchurin.seeley.civ@army.mil
Records Officer Certification
Initial Certification: 08/24/2020
Most Recent Certification: 08/24/2020
Certification Expires: 08/24/2021
Records Officer's certification has expired.

Logan (Utah). Fire Department
76 East 200 North, Logan UT 84321

Records Officer(s)

Teresa Harris
290 North 100 West
Logan, UT 84321
E-mail: teresa.harris@loganutah.org
Description of Role: City Recorder and GRAMA
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 09/18/2021
Certification Expires: 09/18/2022
Mr. Craig R Humphreys
Asst. Chief/Fire Marshal/PIO
76 East 200 North
Logan, UT
E-mail: craig.humphreys@loganutah.org
Description of Role: As the Fire Marshal for Logan City Fire Department, assigned by the Fire Chief as the records officer for the Fire Department.

Records Officer Certification
Initial Certification: 11/18/2013
Most Recent Certification: 02/01/2022
Certification Expires: 02/01/2023

Jalayne Hatch
Agency Employee
76 E 200 N
Logan, UT 84321
E-mail: jahayne.hatch@loganutah.org

Records Officer Certification
Initial Certification: 09/27/2019
Most Recent Certification: 12/07/2021
Certification Expires: 12/07/2022

Logan (Utah). Legal Department
PO Box 527, 255 N. Main, Logan UT 84323
435 750-9800

Records Officer(s)
Esli S. Morales
Records Officer
290 N 100 W Logan
Logan, UT 84321
E-mail: esli.morales@loganutah.org
Description of Role: Deputy Recorder

Records Officer Certification
Initial Certification: 10/23/2020
Most Recent Certification: 10/19/2021
Certification Expires: 10/19/2022

Logan (Utah). Mayor
PO Box 527, 255 N Main, Logan UT 84323
435 750-9800

Logan (Utah). Administrative Services and Economic Development
PO Box 527, 255 N Main, Logan UT 84323
435 750-9800

Logan (Utah). Recorder
PO Box 527, 255 N Main, Logan UT 84323
435 750-9800

Records Officer(s)
Esli S. Morales
Records Officer
290 N 100 W Logan
Logan, UT 84321
E-mail: esli.morales@loganutah.org
Description of Role: Deputy Recorder
### Municipality Agency Names

**with Authorized Records Officers**

#### Records Officer Certification

<table>
<thead>
<tr>
<th>Agency</th>
<th>Initial Certification</th>
<th>Most Recent Certification</th>
<th>Certification Expires</th>
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<td>10/23/2020</td>
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<td>Logan (Utah). Public Library</td>
<td>09/13/2012</td>
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<td>Logan (Utah). Human Resources</td>
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<td>Logan (Utah). Light and Power</td>
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<tr>
<td>Logan (Utah). Parks and Recreation</td>
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</tr>
</tbody>
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#### Logan (Utah). Community Development

PO Box 527, 255 N Main, Logan UT 84323
435 750-9800

#### Logan (Utah). Public Library

255 North Main, Logan UT 84321

**Records Officer(s)**

**Teresa Harris**  
290 North 100 West  
Logan, UT 84321  
E-mail: teresa.harris@loganutah.org  
Description of Role: City Recorder and GRAMA

**Records Officer Certification**

<table>
<thead>
<tr>
<th>Initial Certification</th>
<th>Most Recent Certification</th>
<th>Certification Expires</th>
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<td>09/13/2012</td>
<td>09/18/2021</td>
<td>09/18/2022</td>
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#### Logan (Utah). Environmental Department

PO Box 527, 255 N Main, Logan UT 84323
435 750-9800

#### Logan (Utah). Finance

PO Box 527, 255 N Main, Logan UT 84323-0527
435 750-9800

#### Logan (Utah). Information Technology

PO Box 527, 255 N Main, Logan UT 84323
435 750-9800

#### Logan (Utah). Human Resources

PO Box 527, 255 N Main, Logan UT 84323
435 750-9800

#### Logan (Utah). Light and Power

PO Box 527, 255 N Main, Logan UT 84323
435 750-9800

#### Logan (Utah). Parks and Recreation

PO Box 527, 255 N Main, Logan UT 84323
435-750-9800
Logan (Utah). Public Works, Permits, and Compliance
Po Box 527, 255 N Main, Logan UT 84323
435 750-9800

Records Officer(s)
Teresa Harris
290 North 100 West
Logan, UT  84321
E-mail: teresa.harris@loganutah.org
Description of Role: City Recorder and GRAMA
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 09/18/2021
Certification Expires: 09/18/2022

Logan (Utah). Public Works. Engineering
Po Box 527, 255 N Main, Logan UT 84323
435 750-9800

Records Officer(s)
Stefanie Sidwell
Secretary
29 North 100 West
Logan, UT  84321
E-mail: stefanie.sidwell@loganutah.org
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 09/18/2021
Certification Expires: 09/18/2022
Records Officer has not completed required training certification.

Logan (Utah). Public Works. Fleet Services
PO Box 527, 255 N Main, Logan UT 84323
435 750-9800

Logan (Utah). Public Works. Streets
PO Box 527, 255 N Main, Logan UT 84323
435 750-9800

Logan (Utah). Public Works. Water and Waste Water
PO Box 527, 255 N Main, Logan UT 84323
435 750-9800

Logan (Utah). Mosquito Abatement
153 North 1400 West, Logan UT 84321
435-716-9755

Logan (Utah). Police Department
Municipality Agency Names
with Authorized Records Officers

62 West 300 North, Logan UT 84321
435-716-9305

Records Officer(s)

Teresa Harris
290 North 100 West
Logan, UT 84321
E-mail: teresa.harris@loganutah.org
Description of Role: City Recorder and GRAMA

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 09/18/2021
Certification Expires: 09/18/2022

Kirsti Kjome
LCPD GRAMA 1
62 West 300 North
Logan, UT 84321
E-mail: kirsti.kjome@loganutah.org
Description of Role: Lead Certified Records Officer for Logan City Police Department, aka GRAMA 1.

Records Officer Certification
Initial Certification: 01/31/2013
Most Recent Certification: 10/21/2021
Certification Expires: 10/21/2022

Lyman (Utah)
Lyman Town Hall, 101 South Center, P.O. Box 23, Lyman UT 84749
435 836-2141

Records Officer(s)

Peggy Chappell
Town Clerk
101 S. Center
P.O. Box 23
Lyman, UT 84749

Records Officer Certification
Initial Certification: 12/01/2020
Most Recent Certification: 12/01/2020
Certification Expires: 12/01/2021
Records Officer has not completed required training certification.

Mrs. Dortha J Chappell
Records Officer
115 S Main St
P O Box 0023
Lyman, UT 84749-0023
E-mail: dorthac@lymantown.org
Description of Role: Lyman Town Clerk

Records Officer Certification
Initial Certification: 12/01/2020
Most Recent Certification: 12/01/2020
Certification Expires: 12/01/2021
Records Officer’s certification has expired.

Lynndyl (Utah)
PO Box 40207, 98 East Center Street, Lynndyl UT 84640
435-340-0107

Records Officer(s)

Mrs. Carly Nielson
Records Officer
E-mail: nielsoncarly@gmail.com
Municipality Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 03/27/2020
Most Recent Certification: 03/27/2020
Certification Expires: 03/27/2021

Carly Nielson
98 East Center Street
Lynndyl, UT 84640
E-mail: lynndyl.clerk@gmail.com

Records Officer Certification
Initial Certification: 12/31/2019
Most Recent Certification: 08/08/2022
Certification Expires: 08/08/2023

Magna Metro Township (Utah)

Magna Metro Township (Utah). Community Reinvestment Agency.

Manila (Utah)
145 East Hwy 43, P.O. Box 189, Manila UT 84046
435-784-3143

Records Officer(s)

Marlena Connor
Town Clerk
PO Box 189
Manila, UT 84046
E-mail: marlenac@manilautah.com

Records Officer Certification
Initial Certification: 01/10/2013
Most Recent Certification: 03/30/2022
Certification Expires: 03/30/2023

Manti (Utah)
50 South Main Street, Ste 1, Manti UT 84642
435-835-2401

Records Officer(s)

Mrs. JoAnn Otten
Records Officer
50 South Main Street
Manti, UT 84642
E-mail: joannotten@manticity.com

Description of Role: Deputy Recorder and also the Record Administrator for Manti City

Records Officer Certification
Initial Certification: 09/15/2015
Most Recent Certification: 08/18/2022
Certification Expires: 08/18/2023

Mantua (Utah)
Mantua Town Hall, 409 North Main, Mantua UT 84324
435 723-7054

Records Officer(s)
Municipality Agency Names
with Authorized Records Officers

Shayla HammerStone
409 North Main St
Mantua  84324
E-mail: townhall@mantuautah.org

Records Officer Certification
Initial Certification: 09/04/2018
Most Recent Certification: 09/04/2022
Certification Expires: 09/04/2023
Records Officer has not completed required training certification.

Shayla Hammer
Records Officer
409 N Main
Mantua, UT  84324
E-mail: townofmantua@gmail.com

Records Officer Certification
Initial Certification: 06/06/2018
Most Recent Certification: 06/21/2021
Certification Expires: 06/21/2022
Records Officer's certification has expired.

Shayla Hammer
Records Officer
409 No Main St
Mantua, UT  84324
E-mail: townofmantua@gmail.com
Description of Role: I will be the Records Officer for the Town of Mantua. I will be in charge of meeting minutes, GRAMA requests and records for the Town.

Records Officer Certification
Initial Certification: 08/30/2021
Most Recent Certification: 08/24/2022
Certification Expires: 08/24/2023

Mantua (Utah). Police Department
409 N. Main, Mantua UT 84324
4357237054

Records Officer(s)

Shayla Hammer
Records Officer
409 N Main
Mantua, UT  84324
E-mail: townofmantua@gmail.com

Records Officer Certification
Initial Certification: 06/06/2018
Most Recent Certification: 06/21/2021
Certification Expires: 06/21/2022
Records Officer's certification has expired.

Shayla Hammer
Records Officer
409 No Main St
Mantua, UT  84324
E-mail: townofmantua@gmail.com
Description of Role: I will be the Records Officer for the Town of Mantua. I will be in charge of meeting minutes, GRAMA requests and records for the Town.

Records Officer Certification
Initial Certification: 08/30/2021
Most Recent Certification: 08/24/2022
Certification Expires: 08/24/2023

Mapleton (Utah)
Mapleton City, 125 W Community Center Way (400 N), Mapleton UT 84664
801-489-5655
Records Officer(s)

Camille Brown
City Recorder
125 West 400 North
Mapleton, UT 84664
E-mail: cbrown@mapleton.org
Description of Role: GRAMA, records management

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 09/29/2021
Certification Expires: 09/29/2022

Lorrie Dibble
E-mail: ldibble@mapleton.org

Records Officer Certification
Initial Certification: 09/18/2019
Most Recent Certification: 08/31/2021
Certification Expires: 08/31/2022

Records Officer's certification has expired.

Marriott-Slaterville (Utah)
1195 West 400 North, Marriott-Slaterville UT 84404
801 627-1919

Records Officer(s)

Mrs. Dana Spencer
Records Officer
1570 W 400 N
Marriott-Slaterville, UT 84404
E-mail: dana@mscityut.org
Description of Role: GRAMA and records management

Records Officer Certification
Initial Certification: 06/17/2017
Most Recent Certification: 09/20/2021
Certification Expires: 09/20/2022

Marysvale (Utah)
215 E 100 N, po box 160, Marysvale UT 84750
14356910037

Records Officer(s)
Wendy Steed  
Town Clerk  
PO Box 160  
Marysville, UT 84750  
E-mail: wendystee@gmail.com  

**Records Officer Certification**  
Initial Certification: 12/01/2018  
Most Recent Certification: 11/22/2021  
Certification Expires: 11/22/2022  

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**Mayfield (Utah)**  
Mayfield Town Hall, 52 North Main, P.O. Box 541, Mayfield UT 84643  
435-528-7031  

**Records Officer(s)**  
Mrs. Amanda Lee Bennett  
Clerk/Recorder  
PO Box 541  
52 N Main Street  
Mayfield, UT 84643  
E-mail: mayfieldtownutah@gmail.com  
Description of Role: I am the Mayfield Town Recorder  

**Records Officer Certification**  
Initial Certification: 05/04/2016  
Most Recent Certification: 09/23/2021  
Certification Expires: 09/23/2022  

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**Meadow (Utah)**  
PO Box 88, Meadow UT 84644  
435 842-7102  

**Records Officer**  
Lynette Bond  
E-mail: meadowtowncorp@gmail.com  

**Records Officer Certification**  
Initial Certification: 08/03/2019  
Most Recent Certification: 09/06/2021  
Certification Expires: 09/06/2022  

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**Meadow (Utah). Town Council.**

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**Mendon (Utah)**  
PO Box 70, 15 North Main, Mendon UT 84325  
435 752-2439  

**Records Officer(s)**  
Teena Young  
Clerk  
30 East 100 North  
PO Box 70  
Mendon, UT 84325  
E-mail: cityclerk@mendoncity.org  

**Records Officer Certification**  
Initial Certification: 05/25/2016  
Most Recent Certification: 10/25/2017  
Certification Expires: 10/25/2018  
Records Officer's certification has expired.
Municipality Agency Names
with Authorized Records Officers

Paul Cressall
Recorder
30 East 100 North
PO Box 70
Mendon, UT 84325
E-mail: recorder@mendoncity.org

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Midvale (Utah)
7505 S. Holden Street, Midvale UT 84047
801-567-7207

Records Officer(s)
Rori Andreason
City Recorder, Human Resource Dir.
7505 S. Holden Street
Midvale, UT 84047
E-mail: randreason@midvale.com
Description of Role: All city records, records management/GRAMA compliance

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 01/28/2021
Certification Expires: 01/28/2022
Records Officer’s certification has expired.

Shelly Reed
Deputy Recorder
7505 S. Holden Street
Midvale, UT 84047
E-mail: sreed@midvale.com

Records Officer Certification
Initial Certification: 12/28/2018
Most Recent Certification: 07/28/2022
Certification Expires: 07/28/2023

Midway (Utah)
Midway City Office Building, 75 North 100 West, P.O. Box 277, Midway UT 84049
435 654-3223

Records Officer(s)
Mr. Brad Wilson
City Recorder
75 North 100 West
PO Box 277
Midway, UT 84049-0277
E-mail: bwilson@midwaycityut.org

Records Officer Certification
Initial Certification: 12/29/2014
Most Recent Certification: 09/01/2022
Certification Expires: 09/01/2023

Milford (Utah)
Milford Government Offices, 26 South 100 West, P.O. Box 69, Milford UT 84751
435-387-2711

Records Officer(s)
Municipality Agency Names

with Authorized Records Officers

Monica Seifers
City Recorder
405 South Main
PO Box 69
Milford, UT 84751
E-mail: mseifers@milford.utah.gov
Description of Role: records management and GRAMA
Records Officer Certification
Initial Certification: 10/22/2013
Most Recent Certification: 01/25/2022
Certification Expires: 01/25/2023

Millcreek (Utah)
3330 South 1300 East, Millcreek UT 84106
801-214-2700

Records Officer(s)
Mr. Alexander Coco Wendt
Records Officer
3330 S 1300 E
Millcreek, UT 84109
E-mail: awendt@millcreek.us
Description of Role: Deputy City Recorder
Records Officer Certification
Initial Certification: 10/21/2019
Most Recent Certification: 09/28/2021
Certification Expires: 09/28/2022

Elyse Sullivan
City Recorder
3330 S. 1300 E.
Millcreek, UT 84106
E-mail: esullivan@millcreek.us
Records Officer Certification
Initial Certification: 09/11/2014
Most Recent Certification: 12/17/2021
Certification Expires: 12/17/2022

Millville (Utah)
510 East 300 South, P.O. Box 308, Millville UT 84326
435-750-0924

Records Officer(s)
Mr. Corey Twedt
Records Officer
181 E 550 N
PO Box 658
Millville, UT 84326-7710
E-mail: ctwedt@gmail.com
Description of Role: Millville City Recorder; need to be certified
Records Officer Certification
Initial Certification: 12/27/2016
Most Recent Certification: 12/07/2021
Certification Expires: 12/07/2022

Minersville (Utah)
Box 159, 60 West Main, Minersville UT 84752
435-386-2242

Records Officer(s)
Municipality Agency Names
with Authorized Records Officers

Mrs. Cherie C Wood
Records Officer
60 West Main
PO Box 159
Minersville, UT 84752
E-mail: minersvilletown@yahoo.com

Records Officer Certification
Initial Certification: 03/09/2016
Most Recent Certification: 04/21/2021
Certification Expires: 04/21/2022

Records Officer has not completed required training certification.

Melissa Marshall
Records Officer
60 West Main
PO Box 159
Minersville, UT 84752
E-mail: minersvilletown@yahoo.com

Description of Role: Over all areas of records

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer's certification has expired.

Moab (Utah)
City Center, 217 East Center, Moab UT 84532
435 259-5121

Records Officer(s)

Ms. Cindy A Montague
Agency Employee
217 E Center Street
Moab, UT 84532
E-mail: cindy.montague@moabcity.org

Description of Role: Fulfiling GRAMA Request/Admin Asst/Evidence Custodian. Moved to Moab City Planning 9/27.

Records Officer Certification
Initial Certification: 02/11/2021
Most Recent Certification: 02/11/2021
Certification Expires: 02/11/2022

Records Officer’s certification has expired.

Sommar Johnson
City Recorder
217 E. Center St.
Moab, UT 84532
E-mail: sjohnson@moabcity.org

Records Officer Certification
Initial Certification: 06/09/2019
Most Recent Certification: 05/20/2022
Certification Expires: 05/20/2023

Moab (Utah). Police Department
217 E. Center, Moab UT 84532
435-259-8938

Records Officer(s)

Sommar Johnson
City Recorder
217 E. Center St.
Moab, UT 84532
E-mail: sjohnson@moabcity.org
Municipality Agency Names

with Authorized Records Officers

Records Officer Certification
Initial Certification:  06/09/2019
Most Recent Certification:  05/20/2022
Certification Expires:  05/20/2023

Mona (Utah)
20 West Center, PO Box 69, Mona UT 84645
435-623-4913

Records Officer(s)
Mrs. Sara Samuelson
Agency Employee
E-mail: sara@monacity.org
Description of Role: Finance Director
Records Officer Certification
Initial Certification:  04/22/2022
Most Recent Certification:  04/22/2022
Certification Expires:  04/22/2023

Mrs. Alicia Marie Hills
Records Officer
20 West Main Street
Mona, UT  84645
E-mail:  alicia.hills@monacity.org
Description of Role: Mona City Deputy Recorder
Records Officer Certification
Initial Certification:  04/25/2022
Most Recent Certification:  04/25/2022
Certification Expires:  04/25/2023

Monroe (Utah)
Monroe City Hall, 10 North Main, Monroe UT 84754
435 527-4621

Records Officer(s)
Allison Leavitt
Recorder/Records Officer
10 North Main
Monroe, UT  84754
E-mail:  allison_monroecity@msn.com
Records Officer Certification
Initial Certification:  12/01/2015
Most Recent Certification:  12/29/2021
Certification Expires:  12/29/2022

Monticello (Utah)
Box 457, 17 North 100 East, Monticello UT 84535
435 587-2271

Records Officer(s)
Melissa Gill
Records Officer
17 N 100 E
Monticello, UT  84535
E-mail:  melissa@monticelloutah.org
Description of Role: Deputy City Recorder.
Records Officer Certification
Initial Certification:  10/07/2021
Most Recent Certification:  10/07/2021
Certification Expires:  10/07/2022
Shalena Black
Records Officer
17 N 100 East
PO Box 457
Monticello, UT 84535
E-mail: shalena@monticelloutah.org
Description of Role: City Recorder
Records Officer Certification
Initial Certification: 10/20/2020
Most Recent Certification: 10/07/2021
Certification Expires: 10/07/2022

Morgan (Utah)
90 West Young Street, P.O. Box 1085, Morgan UT 84050
8018293461

Records Officer(s)
Denise Woods
Records Officer
90 West Young Street
Morgan, UT 84050
E-mail: dwoods@morgancityut.org
Description of Role: City Recorder, responsible for all the records for Morgan City, minutes of all Council meetings, and posting public notices, agendas, minutes and packet information, on state website.
Records Officer Certification
Initial Certification: 04/13/2018
Most Recent Certification: 12/09/2021
Certification Expires: 12/09/2022

Moroni (Utah)
80 South 200 West, P.O. Box 870, Moroni UT 84646
435-436-8359

Records Officer(s)
Carol Haskins
Recorder
Moroni City Hall
80 South 200 West
Moroni, UT 84646
E-mail: chaskins@cut.net
Records Officer Certification
Initial Certification: 09/02/2021
Most Recent Certification: 09/02/2021
Certification Expires: 09/02/2022
Records Officer’s certification has expired.

Moroni (Utah). Police Department
80 South 200 West, Moroni UT 84646
435-436-8911

Records Officer(s)
Justin Aagard
Chief of Police
PO Box 870
80 South 200 West
Moroni, UT 84646
E-mail: moronicitypolice@gmail.com
Mount Pleasant (Utah)
Mount Pleasant, 106 West Main, Mount Pleasant UT 84647
435-462-2456

Records Officer(s)
Jeanne M Tejada
Recorder / Clerk
106 West Main
Mount Pleasant, UT 84647
E-mail: jeanne.tejada@mtpleasantcity.com
Records Officer Certification
Initial Certification: 10/24/2018
Most Recent Certification: 06/02/2022
Certification Expires: 06/02/2023

Mount Pleasant (Utah). Justice Court

Mount Pleasant (Utah). Police Department
115 W. Main Street, Mount Pleasant UT 84647
435-462-2724

Records Officer(s)
Cari A Bennett
Police Secretary
115 West Main Street
Mount Pleasant, UT 84647
E-mail: cari.bennett@mtpleasantcity.com
Records Officer Certification
Initial Certification: 09/22/2016
Most Recent Certification: 08/17/2022
Certification Expires: 08/17/2023

Murray (Utah)
5025 South State Street, Murray UT 84107
801 264-2664

Records Officer(s)
Laura Bown
Agency Employee
5025 S. State Street
Murray, UT 84107
E-mail: lbown@murray.utah.gov
Description of Role: Deputy City Recorder assisting with GRAMA requests and other city recorder duties
Records Officer Certification
Initial Certification: 03/30/2021
Most Recent Certification: 03/15/2022
Certification Expires: 03/15/2023

Calvin Atchley
Records Officer
5025 S State St
Murray, UT 84107
Municipality Agency Names

with Authorized Records Officers

E-mail: catchley@murray.utah.gov

Records Officer Certification
Initial Certification: 05/14/2021
Most Recent Certification: 04/18/2022
Certification Expires: 04/18/2023

Brooke Smith
5025 South State Street
Murray, UT 84107
E-mail: bsmith@murray.utah.gov
Description of Role: Former Records Officer & Legal Assistant for Legal Council of UTA.

Records Officer Certification
Initial Certification: 03/06/2018
Most Recent Certification: 02/14/2022
Certification Expires: 02/14/2023

Lauree Roberts
E-mail: lauree3@hotmail.com

Records Officer Certification
Initial Certification: 06/23/2017
Most Recent Certification: 06/23/2017
Certification Expires: 06/23/2018

Records Officer's certification has expired.

Murray (Utah). Diversity and Inclusion Task Force.

Murray (Utah). City Library
166 East 5300 South, Murray UT 84107
801-264-2574

Murray (Utah). Police Department
5025 South State Street, Suite 206, P.O. Box 57520, Murray UT 84107-0520
801-264-2673

Records Officer(s)
Kristin Reardon
5025 S State St
Murray, UT 84107
E-mail: kreardon@murray.utah.gov
Records Officer Certification
Initial Certification: 06/12/2018
Most Recent Certification: 06/27/2022
Certification Expires: 06/27/2023

Myton (Utah)
Myton City Hall, 160 East Main, P.O. Box 185, Myton UT 84052
435 722-2711

Records Officer(s)
Carrie Boren
Records Officer
125 East Main Street
PO Box 185
Myton, UT 84052
E-mail: myton@ubtanet.com
Description of Role: Records management and GRAMA
Municipality Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 01/03/2013
Most Recent Certification: 04/22/2022
Certification Expires: 04/22/2023

Myton (Utah). Police Department
125 East Main Street, P.O. Box 185, Myton UT 84052
435-722-2711

Records Officer(s)
Carrie Boren
Records Officer
125 East Main Street
PO Box 185
Myton, UT 84052
E-mail: myton@ubtanet.com
Description of Role: Records management and GRAMA

Records Officer Certification
Initial Certification: 01/03/2013
Most Recent Certification: 04/22/2022
Certification Expires: 04/22/2023

Naples (Utah)
1420 East 2850 South, Naples UT 84078
435 789-9090

Records Officer(s)
Nikki Kay
City Recorder
1420 East 2850 South
Naples, UT 84078
E-mail: nkay@naples.utah.gov
Description of Role: Town records

Records Officer Certification
Initial Certification: 02/14/2013
Most Recent Certification: 08/24/2022
Certification Expires: 08/24/2023

Kimberly Kay
1420 East 2850 South
Naples, UT 84078
E-mail: kkay@naples.utah.gov
Description of Role: Police Department records

Records Officer Certification
Initial Certification: 02/14/2013
Most Recent Certification: 06/02/2022
Certification Expires: 06/02/2023

Naples (Utah). Police Department
1420 East 2850 South, Naples UT 84078
435-789-9449

Records Officer(s)
Kimberly Kay
1420 East 2850 South
Naples, UT 84078
E-mail: kkay@naples.utah.gov
Description of Role: Police Department records
<table>
<thead>
<tr>
<th>Municipality</th>
<th>Address</th>
<th>Phone Number</th>
<th>Records Officer(s)</th>
<th>Certification Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nephi (Utah)</td>
<td>21 East 100 North, Nephi UT 84648</td>
<td>435 623-0822</td>
<td>Lisa E Brough</td>
<td>Initial Certification: 02/14/2013, Most Recent Certification: 06/02/2022, Certification Expires: 06/02/2023</td>
</tr>
<tr>
<td>Nephi (Utah). City Recorder</td>
<td>21 East 100 North, Nephi UT 84648</td>
<td>435 623-5443</td>
<td>Lisa E Brough</td>
<td>Initial Certification: 09/17/2016, Most Recent Certification: 04/01/2022, Certification Expires: 04/01/2023</td>
</tr>
<tr>
<td>Nephi (Utah). Sexton</td>
<td></td>
<td></td>
<td>Lisa E Brough</td>
<td>Initial Certification: 09/17/2016, Most Recent Certification: 04/01/2022, Certification Expires: 04/01/2023</td>
</tr>
<tr>
<td>Nephi (Utah). Police Department</td>
<td>Nephi Police Department, 42 East 200 North, Nephi UT 84648</td>
<td>435-623-1626</td>
<td>Lisa E Brough</td>
<td>Initial Certification: 09/17/2016, Most Recent Certification: 04/01/2022, Certification Expires: 04/01/2023</td>
</tr>
</tbody>
</table>
Mrs. Tiffiny Lund
Records Officer
42 E. 200 N.
Nephi, UT  84648
E-mail:  tklund@nephi.utah.gov
Description of Role:  I am the Administrative Assistant with Nephi City Police. Part of my job is records management.

Records Officer Certification
Initial Certification:  06/06/2017
Most Recent Certification:  06/06/2017
Certification Expires:  06/06/2018
Records Officer’s certification has expired.

New Harmony (Utah)
P.O. Box 620, 133 East Center, New Harmony UT 84757
435-865-7522

Records Officer(s)
Doneva Hecker
Town Clerk
133 E Center
PO Box 516
New Harmony, UT  84757
E-mail:  dthecker@yahoo.com

Records Officer Certification
Initial Certification:  05/06/2013
Most Recent Certification:  04/01/2022
Certification Expires:  04/01/2023

Newton (Utah)
Newton Town Hall, 51 South Center, P.O. Box 146, Newton UT 84327
435-563-9283

Records Officer(s)
Karla R Ferguson
Town Clerk
Newton Town Hall
51 S Center
Newton, UT  84327
E-mail:  newtontown@comcast.net
Description of Role:  Records management and GRAMA

Records Officer Certification
Initial Certification:  09/13/2013
Most Recent Certification:  11/12/2021
Certification Expires:  11/12/2022

Nibley (Utah)
Nibley City Hall, 455 West 3200 South, Nibley UT 84321
435-752-0431

Records Officer(s)
Cheryl Bodily
Deputy City Recorder
Nibley City Hall
625 West 3200 South
Nibley, UT  84321
E-mail:  cheryl@nibleycity.com
Municipality Agency Names with Authorized Records Officers

North Logan (Utah)
North Logan City Hall, 2076 North 1200 East, North Logan UT 84321
435-752-1310

Records Officer(s)
Scott Bennett
Records Officer
Records Request
2076 N 1200 E
North Logan, UT 84321
E-mail: recordrequest@northlogancity.org
Description of Role: City Recorder, City Auditor, City Records Officer, City Election Officer

Records Officer Certification
Initial Certification: 09/22/2016
Most Recent Certification: 04/09/2021
Certification Expires: 04/09/2022

North Ogden (Utah)
Municipal Bldg., 505 East 2600 North, North Ogden UT 84414
801-782-7211

Records Officer(s)
Joyce Pierson
Agency Employee
505 East 2600 North
North Ogden, UT 84414
E-mail: jpierson@nogden.org
Description of Role: I am the Deputy City Recorder at North Ogden City, involved in keeping records and minutes

Records Officer Certification
Initial Certification: 11/17/2016
Most Recent Certification: 05/17/2022
Certification Expires: 05/17/2023

Susan Nance
City Recorder
505 East 2600 North
North Ogden, UT 84414
E-mail: snance@nogden.org

Records Officer Certification
Initial Certification: 10/13/2017
Most Recent Certification: 10/07/2021
Certification Expires: 10/07/2022

North Ogden (Utah). Justice Court

Records Officer(s)
Joyce Pierson
Agency Employee
505 East 2600 North
North Ogden, UT 84414
E-mail: jpierson@nogden.org
Description of Role: I am the Deputy City Recorder at North Ogden City, involved in keeping records and minutes
North Ogden (Utah). Police Department
515 East 2600 North, North Ogden UT 84414
801-782-7219

Records Officer(s)

Lorrie Frazier
Police Department Office Manager
515 East 2600 North
North Ogden, UT 84414
E-mail: lfrazier@nogden.org
Description of Role: All police department records and GRAMA

Joyce Pierson
Agency Employee
505 East 2600 North
North Ogden, UT 84414
E-mail: jpierson@nogden.org
Description of Role: I am the Deputy City Recorder at North Ogden City, involved in keeping records and minutes

Oak City (Utah)
Town of Oak City, 30 West Center, P.O. Box 217, Oak City UT 84649
435-846-2707

Records Officer(s)

Karen Lovell
Town Clerk
Town of Oak City
30 West Center
Oak City, UT 84649
E-mail: karenl58@hotmail.com

DeAnn Steele
Treasurer
Town of Oak City
160 North 250 East
Oak City, UT 84649
E-mail: oakcitytown@hotmail.com

Oakley (Utah)
Municipality Agency Names
with Authorized Records Officers

Box 129, 960 West Center Street, Oakley UT 84055
435-783-5734

Records Officer(s)

Konni Thompson
City Recorder
Oakley City Hall
960 W Center Street
Oakley, UT 84055
E-mail: konni@allwest.net
Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 10/19/2017
Certification Expires: 10/19/2018
Records Officer's certification has expired.

Tami Stevenson
City Treasurer
Oakley City Hall
960 W. Center Street
Oakley, UT 84055
E-mail: oakley@allwest.net
Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 10/19/2017
Certification Expires: 10/19/2018
Records Officer's certification has expired.

Amy Rydalch
Records Officer
960 West Center Street
PO Box 129
Oakley, UT 84055
E-mail: amy@oakleycity.com
Description of Role: City Recorder and Financial Director
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Ogden (Utah)
2549 Washington Blvd., Ogden UT 84401
801-629-8000

Records Officer(s)

Tracy Hansen
City Recorder
2549 Washington Blvd, Suite #210
Ogden, UT 84401
E-mail: tracyhansen@ogdencity.com
Records Officer Certification
Initial Certification: 09/12/2012
Most Recent Certification: 10/13/2021
Certification Expires: 10/13/2022

Lee Ann Peterson
2549 Washington Blvd
Suite 210
Ogden, UT 84401
E-mail: leeannpeterson@ci.ogden.ut.us
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.
Ogden (Utah). City Auditor
2549 Washington Blvd., Ogden UT 84401
801-629-8000

Records Officer(s)
Tracy Hansen
City Recorder
2549 Washington Blvd, Suite #210
Ogden, UT 84401
E-mail: tracyhansen@ogdencity.com

Records Officer Certification
Initial Certification: 09/12/2012
Most Recent Certification: 10/13/2021
Certification Expires: 10/13/2022

Lee Ann Peterson
2549 Washington Blvd
Suite 210
Ogden, UT 84401
E-mail: leeannpeterson@ci.ogden.ut.us

Records Officer Certification
Initial Certification: 09/12/2012
Most Recent Certification: 10/13/2021
Certification Expires: 10/13/2022

Records Officer has not completed required training certification.

Ogden (Utah). Cemetery Superintendent

Ogden (Utah). City Council
2549 Washington Blvd., Ogden UT 84401
801-629-8000

Records Officer(s)
Tracy Hansen
City Recorder
2549 Washington Blvd, Suite #210
Ogden, UT 84401
E-mail: tracyhansen@ogdencity.com

Records Officer Certification
Initial Certification: 09/12/2012
Most Recent Certification: 10/13/2021
Certification Expires: 10/13/2022

Lee Ann Peterson
2549 Washington Blvd
Suite 210
Ogden, UT 84401
E-mail: leeannpeterson@ci.ogden.ut.us

Records Officer Certification
Initial Certification: 09/12/2012
Most Recent Certification: 10/13/2021
Certification Expires: 10/13/2022

Records Officer has not completed required training certification.

Ogden (Utah). Community Development
2549 Washington Blvd., Suite 120, Ogden UT 84401

Records Officer(s)
Ogden (Utah). Community Development. Building Inspection
2549 Washington Blvd., Suite 120, Ogden UT 84401
801-629-8960

Records Officer(s)

Tracy Hansen
City Recorder
2549 Washington Blvd, Suite #210
Ogden, UT 84401
E-mail: tracyhansen@ogdencity.com

Records Officer Certification
Initial Certification: 09/12/2012
Most Recent Certification: 10/13/2021
Certification Expires: 10/13/2022

Lee Ann Peterson
2549 Washington Blvd
Suite 210
Ogden, UT 84401
E-mail: leeannpeterson@ci.ogden.ut.us

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Ogden (Utah). Court
2549 Washington Blvd., Ogden UT 84401
(801)629-8000

Records Officer(s)

Tracy Hansen
City Recorder
2549 Washington Blvd, Suite #210
Ogden, UT 84401
E-mail: tracyhansen@ogdencity.com

Records Officer Certification
Initial Certification: 09/12/2012
Most Recent Certification: 10/13/2021
Certification Expires: 10/13/2022
Municipality Agency Names
with Authorized Records Officers

Lee Ann Peterson
2549 Washington Blvd
Suite 210
Ogden, UT  84401
E-mail: leeannpeterson@ci.ogden.ut.us

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Ogden (Utah). City Engineer
2549 Washington Blvd., Ogden UT 84401
801-629-8000

Records Officer(s)

Tracy Hansen
City Recorder
2549 Washington Blvd, Suite #210
Ogden, UT  84401
E-mail: tracyhansen@ogdencity.com

Records Officer Certification
Initial Certification: 09/12/2012
Most Recent Certification: 10/13/2021
Certification Expires: 10/13/2022

Lee Ann Peterson
2549 Washington Blvd
Suite 210
Ogden, UT  84401
E-mail: leeannpeterson@ci.ogden.ut.us

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Ogden (Utah). Fire Department
2186 Lincoln Avenue, Ogden UT 84401
801-395-8221

Records Officer(s)

Tracy Hansen
City Recorder
2549 Washington Blvd, Suite #210
Ogden, UT  84401
E-mail: tracyhansen@ogdencity.com

Records Officer Certification
Initial Certification: 09/12/2012
Most Recent Certification: 10/13/2021
Certification Expires: 10/13/2022

Lee Ann Peterson
2549 Washington Blvd
Suite 210
Ogden, UT  84401
E-mail: leeannpeterson@ci.ogden.ut.us

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.
Ogden (Utah). Department of Management Services
2549 Washington Blvd., Ogden UT 84401
801 629-8154

Ogden (Utah). City Recorder
2549 Washington Blvd., #210, Ogden UT 84401
801-629-8150

Records Officer(s)
Tracy Hansen
City Recorder
2549 Washington Blvd, Suite #210
Ogden, UT  84401
E-mail:  tracyhansen@ogdencity.com
Records Officer Certification
Initial Certification:  09/12/2012
Most Recent Certification:  10/13/2021
Certification Expires:  10/13/2022

Lee Ann Peterson
2549 Washington Blvd
Suite 210
Ogden, UT  84401
E-mail:  leeannpeterson@ci.ogden.ut.us
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Ogden (Utah). Human Resources Department
2484 Washington Blvd., Ogden UT 84401-3219

Ogden (Utah). Mayor
2549 Washington Boulevard, Ogden UT 84401
801-629-8000

Records Officer(s)
Tracy Hansen
City Recorder
2549 Washington Blvd, Suite #210
Ogden, UT  84401
E-mail:  tracyhansen@ogdencity.com
Records Officer Certification
Initial Certification:  09/12/2012
Most Recent Certification:  10/13/2021
Certification Expires:  10/13/2022

Lee Ann Peterson
2549 Washington Blvd
Suite 210
Ogden, UT  84401
E-mail:  leeannpeterson@ci.ogden.ut.us
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.
Municipality Agency Names
with Authorized Records Officers

Ogden (Utah). City Attorney
2549 Washington BLVD #840, Ogden UT 84414

Ogden (Utah). Ogden Police Department
2186 Lincoln Avenue, Ogden UT 84401

Records Officer(s)
Ms. Angie Turner
Records Officer
2186 Lincoln Ave
Ogden, UT 84401
E-mail: angieturner@ogdencity.com
Description of Role: Police Records Supervisor
Records Officer Certification
Initial Certification: 03/15/2019
Most Recent Certification: 04/27/2021
Certification Expires: 04/27/2022
Records Officer’s certification has expired.

Ogden (Utah). City Treasurer
2549 Washington Blvd., Ogden UT 84401
801-629-8000

Records Officer(s)
Tracy Hansen
City Recorder
2549 Washington Blvd, Suite #210
Ogden, UT 84401
E-mail: tracyhansen@ogdencity.com
Records Officer Certification
Initial Certification: 09/12/2012
Most Recent Certification: 10/13/2021
Certification Expires: 10/13/2022

Ophir (Utah)
P.O. Box 329, Stockton UT 84071
435 882-1749

Records Officer(s)
Julie Shubert
Town Clerk
HC 70 Box 329
Ophir, UT 84071
E-mail: jshubert1@yahoo.com
Records Officer Certification
Initial Certification: 01/22/2013
Most Recent Certification: 02/04/2015
Certification Expires: 02/04/2016
Records Officer’s certification has expired.

Orangeville (Utah)
25 North Main, P.O. Box 677, Orangeville UT 84537
435-748-2651

Records Officer(s)
Municipality Agency Names
with Authorized Records Officers

Tasha Jewkes
Records Officer
25 North Main Street
PO Box 677
Orangeville, UT 84537
E-mail: recorder@orangevillecity.org
Description of Role: I am the City Recorder

Records Officer Certification
Initial Certification: 08/01/2019
Most Recent Certification: 08/01/2019
Certification Expires: 08/01/2020
Records Officer's certification has expired.

Orderville (Utah)
PO Box 165, 425 East State Street, Orderville UT 84758
435-648-2534

Records Officer(s)
Carol Lamb
Town Clerk
PO Box 165
Orderville, UT 84758
E-mail: towno@color-country.net
Description of Role: All city records and GRAMA

Records Officer Certification
Initial Certification: 04/19/2016
Most Recent Certification: 06/27/2022
Certification Expires: 06/27/2023

Orem (Utah)
56 North State Street, Orem UT 84057
801-229-7035

Records Officer(s)
Jody Bates
56 North State Street
E-mail: jbates@orem.org
Records Officer Certification
Initial Certification: 10/11/2018
Most Recent Certification: 10/11/2021
Certification Expires: 10/11/2022

Kim Hicken
95 East Center St
Orem, UT 84057
E-mail: kghicken@orem.org
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Orem (Utah). City Council
56 N. State Street, Orem UT 84057

Records Officer(s)
Jody Bates
56 North State Street
E-mail: jbates@orem.org
Orem (Utah). City Manager
56 N. State Street, Orem UT 84057

Records Officer(s)
Jody Bates
56 North State Street
E-mail: jbates@orem.org
Records Officer Certification
Initial Certification: 10/11/2018
Most Recent Certification: 10/11/2021
Certification Expires: 10/11/2022

Orem (Utah). Administrative Services
56 North State Street, Orem UT 84057
801-224-7074

Records Officer(s)
Jody Bates
56 North State Street
E-mail: jbates@orem.org
Records Officer Certification
Initial Certification: 10/11/2018
Most Recent Certification: 10/11/2021
Certification Expires: 10/11/2022

Orem (Utah). Development Services
56 N. State Street, Orem UT 84057

Records Officer(s)
Jody Bates
56 North State Street
E-mail: jbates@orem.org
Records Officer Certification
Initial Certification: 10/11/2018
Most Recent Certification: 10/11/2021
Certification Expires: 10/11/2022

Orem (Utah). Legal Services
56 N. State Street, Orem UT 84057

Records Officer(s)
Jody Bates
56 North State Street
E-mail: jbates@orem.org
Records Officer Certification
Initial Certification: 10/11/2018
Most Recent Certification: 10/11/2021
Certification Expires: 10/11/2022

Orem (Utah). Library
56 N. State Street, Orem UT 84057
Municipality Agency Names
with Authorized Records Officers

Orem (Utah). Public Works
1450 West 550 North, Orem UT 84057

Records Officer(s)
Jody Bates
56 North State Street
E-mail: jbates@orem.org

Records Officer Certification
Initial Certification: 10/11/2018
Most Recent Certification: 10/11/2021
Certification Expires: 10/11/2022

Orem (Utah). Recreation Department

Records Officer(s)
Jody Bates
56 North State Street
E-mail: jbates@orem.org

Records Officer Certification
Initial Certification: 10/11/2018
Most Recent Certification: 10/11/2021
Certification Expires: 10/11/2022

Orem (Utah). Fire Department
95 E Center St, Orem UT 84097
801-229-7021

Records Officer(s)
Anna Crutchfield
E-mail: acrutchfield@orem.org

Records Officer Certification
Initial Certification: 08/30/2021
Most Recent Certification: 08/30/2021
Certification Expires: 08/30/2022
Records Officer's certification has expired.

Hilary Kline
E-mail: hakline@orem.org

Records Officer Certification
Initial Certification: 02/15/2021
Most Recent Certification: 02/15/2021
Certification Expires: 02/15/2022
Records Officer's certification has expired.

Municipal Building Authority of Orem (Utah)
56 North State Street, Orem UT 84057
801-224-7000

Records Officer(s)
Municipality Agency Names

with Authorized Records Officers

Jody Bates
56 North State Street
E-mail: jbates@orem.org
Records Officer Certification
Initial Certification: 10/11/2018
Most Recent Certification: 10/11/2021
Certification Expires: 10/11/2022

Orem (Utah). Police Department
95 E Center Street, Orem UT 84057
801-229-7070
Records Officer(s)
Kim Hicken
95 East Center St
Orem, UT  84057
E-mail: kghicken@orem.org
Records Officer Certification
Initial Certification: 10/11/2018
Most Recent Certification: 10/11/2021
Certification Expires: 10/11/2022
Rebecca Sambrano
Records Officer
E-mail: rcsambrano@orem.org
Description of Role: Records Supervisor for OremPD
Records Officer Certification
Initial Certification: 10/22/2019
Most Recent Certification: 02/24/2022
Certification Expires: 02/24/2023
Records Officer has not completed required training certification.

Panguitch (Utah)
PO Box 75, 25 South 200 East, Panguitch UT 84759
435-676-8585
Records Officer(s)
Carla Farnsworth
Treasurer
PO Box 75
25 South 200 East
Panguitch, UT  84759
E-mail: carla.farnsworth@panguitch.com
Records Officer Certification
Initial Certification: 10/15/2013
Most Recent Certification: 09/21/2021
Certification Expires: 09/21/2022
Mrs. Tyrissa Partridge Howell
Records Officer
Panguitch City
25 South 200 East
PO Box 75
Panguitch, UT  84759-0075
E-mail: tyrissa.howell@panguitchcity.com
Description of Role: City Recorder/Clerk
Records Officer Certification
Initial Certification: 12/04/2014
Most Recent Certification: 07/09/2021
Certification Expires: 07/09/2022
Records Officer’s certification has expired.
Paradise (Utah)
PO Box 286, 9035 South 100 West, Paradise UT 84328
435 245-6737

Records Officer(s)
Alyssa Petersen
Records Officer
9035 S. 100 W.
Paradise, UT 84328
E-mail: clerk@paradise.utah.gov
Records Officer Certification
Initial Certification: 09/06/2017
Most Recent Certification: 03/30/2022
Certification Expires: 03/30/2023

Alyssa Petersen
Clerk
Paradise Town Hall
PO Box 197
Paradise, UT 84328
Description of Role: Records Officer and GRAMA responder
Records Officer Certification
Initial Certification: 02/12/2014
Most Recent Certification: 07/18/2016
Certification Expires: 07/18/2017
Records Officer’s certification has expired.

Paragonah (Utah)
Town Hall, 44 North 100 West, P.O. Box 600247, Paragonah UT 84760
435-477-8979

Records Officer(s)
Jayne Stones
Town Clerk
44 N 100 W
PO Box 600247
Paragonah, UT 84760
E-mail: paragonahtown@qwestoffice.net
Description of Role: Town Clerk - Records management, minutes, ordinances, resolutions, all records. Classifying records, purging files. All clerical duties/accounting/billing, etc.
Records Officer Certification
Initial Certification: 03/27/2014
Most Recent Certification: 03/26/2019
Certification Expires: 03/26/2020
Records Officer’s certification has expired.

Park City (Utah)
Marsac Municipal Bldg, P.O. Box 1480, Park City UT 84060
435-615-5000

Records Officer(s)
Ms. Michelle Kellogg
City Recorder
445 Marsac Ave.
Park City, UT 84060
E-mail: michelle.kellogg@parkcity.org
Description of Role: City Recorder, Records Officer, GRAMA
Municipality Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 01/04/2022
Certification Expires: 01/04/2023

Shauna Stokes
E-mail: stokes@parkcity.org
Records Officer Certification
Initial Certification: 03/28/2018
Most Recent Certification: 03/28/2018
Certification Expires: 03/28/2019
Records Officer's certification has expired.

Park City (Utah). City Council
PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Park City (Utah). Mayor
PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Park City (Utah). City Attorney
PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Park City (Utah). City Manager
PO Box 1480, 445 Marsac Avenue, Park City UT 84060
435 615-5000

Park City (Utah). Administrative Services
PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Park City (Utah). Budget, Debt, and Grants
PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Park City (Utah). Community Engagement
PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation
PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Park City (Utah). Leisure Services. Library
Park City (Utah). Planning
PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Park City (Utah). Public Works
1053 Iron Horse Drive, Park City UT 84060
435 615-5000

Records Officer(s)
Loretta Lynn Haslock
Records Officer
1053 Iron Horse Dr
PO Box 1480
Park City, UT  84060
E-mail: lhaslock@parkcity.org

Records Officer Certification
Initial Certification: 01/14/2015
Most Recent Certification: 03/23/2018
Certification Expires: 03/23/2019
Records Officer's certification has expired.

Park City (Utah). City Recorder
PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Records Officer(s)
Ms. Michelle Kellogg
City Recorder
445 Marsac Ave.
Park City, UT  84060
E-mail: michelle.kellogg@parkcity.org
Description of Role: City Recorder, Records Officer, GHAMA

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 01/04/2022
Certification Expires: 01/04/2023

Park City (Utah). Public Safety
2060 Park Avenue, PO Box 1480, Park City UT 84060
435-615-5505

Records Officer(s)
Kay Stenson
Agency Employee
2060 Park Ave
P.O. Box1480
Park City, UT  84060
E-mail: kay.stenson@parkcity.org
Description of Role: Park City Police Department’s Records Clerk.

Records Officer Certification
Initial Certification: 06/19/2015
Most Recent Certification: 12/06/2021
Certification Expires: 12/06/2022
Municipality Agency Names

with Authorized Records Officers

Wendy Blake
Records Officer
2060 Park Avenue
Park City, UT 84060
E-mail: wendy.blake@parkcity.org
Description of Role: As a Records Clerk for the Park City Police Department, I handle GRAMA requests as well as maintaining all paper records.

Records Officer Certification
Initial Certification: 09/19/2019
Most Recent Certification: 01/09/2020
Certification Expires: 01/09/2021

Parowan (Utah)
Parowan City Hall, 35 East 100 North; PO Box 576, Parowan UT 84761
435-477-3331

Records Officer(s)
Callie Bassett
City Recorder
Parowan City Offices
35 East 100 North
PO Box 576
Parowan, UT 84761
E-mail: callie@parowan.org
Description of Role: All city records

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 01/07/2022
Certification Expires: 01/07/2023

Parowan (Utah). Police Department
5 South Main Street, Parowan UT 84761
435-477-3331

Records Officer(s)
Mrs. Judy Schiers
Agency Employee
Parowan City Hall
35 East 100 North
Parowan, UT 84761
E-mail: judy@parowan.org
Description of Role: I am in charge of records for the police department in our City of Parowan.

Records Officer Certification
Initial Certification: 01/22/2015
Most Recent Certification: 06/02/2022
Certification Expires: 06/02/2023

Nicole Hynson
Parowan Police Records
35 East 100 South
Po Box 340
Parowan, UT 84761
E-mail: nicole@parowanpd.org

Records Officer Certification
Initial Certification: 09/06/2019
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022

Records Officer’s certification has expired.

Payson (Utah)
Municipality Agency Names
with Authorized Records Officers

439 West Utah Avenue, Payson UT 84651
801 465-5200

Records Officer(s)
Mrs. Kim E. Holindrake
City Recorder
439 W Utah Ave
Payson, UT  84651
E-mail: kimh@payson.org
Description of Role:  Deputy City Recorder for Payson City
Records Officer Certification
Initial Certification:  03/06/2017
Most Recent Certification:  05/01/2021
Certification Expires:  05/01/2022
Records Officer’s certification has expired.

Payson (Utah). Police Department
405 West Utah Avenue, Payson UT 84651
801-465-5240

Records Officer(s)
Lynette Mortensen
Executive Assistant
405 West Utah Avenue
Payson, UT  84651
E-mail: lynettem@payson.org
Records Officer Certification
Initial Certification:  05/06/2016
Most Recent Certification:  08/23/2022
Certification Expires:  08/23/2023

Perry (Utah)
3005 South 1200 West, Perry UT 84302
435 723-6461

Records Officer(s)
Mrs. Shanna S. Johnson
Records Officer
3005 S. 1200 W.
Perry, UT  84302
E-mail: shanna.johnson@perrycity.org
Description of Role:  I am the Chief Deputy Recorder. Susan Ubray is our Recorder and we both are records officers for our City.
Records Officer Certification
Initial Certification:  09/13/2012
Most Recent Certification:  02/03/2022
Certification Expires:  02/03/2023

Tyra Bischoff
3005 South 1200 West
Perry, UT  84302
E-mail: tyra.bischoff@perrycity.org
Records Officer Certification
Initial Certification:  01/06/2021
Most Recent Certification:  01/05/2022
Certification Expires:  01/05/2023

Perry (Utah). Perry Police Department
Municipality Agency Names
with Authorized Records Officers

Perry City, 3005 S. 1200 W., Perry UT 84302
435-723-6461

Records Officer(s)
Brittney Rawson
Agency Employee
3005 Perry St.
Perry, UT 84302
E-mail: brawson@perrycity.org
Description of Role: Police Records Clerk

Records Officer Certification
Initial Certification: 12/09/2021
Most Recent Certification: 12/09/2021
Certification Expires: 12/09/2022

Plain City (Utah)
4160 West 2200 North, Plain City UT 84404
801 731-4908

Records Officer(s)
Diane Hirschi
4160 W 2200 N
Plain City, UT 84404
E-mail: dianeh@plaincityutah.org

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 08/31/2022
Certification Expires: 08/31/2023

Plain City (Utah). Cemetery Superintendent
4160 West 2200 North, Plain City UT 84404
801-731-4908

Pleasant Grove (Utah)
City Hall, 70 South 100 East, Pleasant Grove UT 84062
801-785-5045

Records Officer(s)
Kathy T Kresser
City Recorder
Pleasant Grove
70 South 100 East
Pleasant Grove, UT 84062
E-mail: kkresser@pgcity.org

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 12/15/2021
Certification Expires: 12/15/2022

Mary Ann Bullock
87 E 100 S
Pleasant Grove, UT 84062
E-mail: maryann@pg911.org
Description of Role: GRAMA requests for police department

Records Officer Certification
Initial Certification: 01/10/2013
Most Recent Certification: 02/24/2015
Certification Expires: 02/24/2016
Records Officer's certification has expired.
Municipality Agency Names
with Authorized Records Officers

Barbara Johnson
86 E 100 S
Pleasant Grove, UT  84062
E-mail: bjohnson@pgcity.org
Description of Role: GRAMA requests for community development
Records Officer Certification
Initial Certification: 08/22/2020
Most Recent Certification: 08/22/2020
Certification Expires: 08/22/2021
Records Officer’s certification has expired.

Dave Thomas
Fire Chief
92 East 100 South
Pleasant Grove, UT  84062
E-mail: dthomas@pgcity.org
Records Officer Certification
Initial Certification: 08/22/2020
Most Recent Certification: 08/22/2020
Certification Expires: 08/22/2021
Records Officer has not completed required training certification.

Pleasant Grove (Utah). Police Department
Pleasant Grove Police Department, 87 East 100 South, Pleasant Grove UT 84062
801-785-3506

Records Officer(s)
Kathy T Kresser
City Recorder
Pleasant Grove
70 South 100 East
Pleasant Grove, UT  84062
E-mail: kkresser@pgcity.org
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 12/15/2021
Certification Expires: 12/15/2022

Ms. Rachel Gale Turner
Agency Employee
1325 Trinnaman Lane
Lehi, UT  84043
E-mail: rturner@pgcity.org
Description of Role: I am with Pleasant Grove Police Department classified as "Police Services" Fulfilling GRAMA requests is part of my duties.
Records Officer Certification
Initial Certification: 03/15/2016
Most Recent Certification: 03/15/2016
Certification Expires: 03/15/2017
Records Officer’s certification has expired.

Pleasant View (Utah)
520 West Elberta Drive, Ogden UT 84414
801 782-8529

Records Officer(s)
Amanda Shipley
Records Officer
520 W. Elberta Dr.
Pleasant View, UT  84414
E-mail: ashipley@pleasantviewcity.com
Description of Role: I am the Court Administrator.
Municipality Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 08/29/2017
Most Recent Certification: 10/01/2021
Certification Expires: 10/01/2022

Laurie Hellstrom
520 W Elberta Drive
Pleasant View, UT 84414
E-mail: lhellstrom@pleasantviewcity.com

Records Officer Certification
Initial Certification: 06/10/2016
Most Recent Certification: 06/26/2022
Certification Expires: 06/26/2023

Marcie Stromberg
Agency Employee
520 W Elberta Drive
Pleasant View, UT 84414
E-mail: mstromberg@pleasantviewcity.com
Description of Role: Administrative Assistant

Records Officer Certification
Initial Certification: 07/05/2017
Most Recent Certification: 09/09/2021
Certification Expires: 09/09/2022

Amber Corbridge
520 West Elberta Drive
Pleasant View, UT 84414
E-mail: acorbridge@pleasantviewcity.com

Records Officer Certification
Initial Certification: 06/30/2022
Most Recent Certification: 06/30/2022
Certification Expires: 06/30/2023

Pleasant View (Utah). Police Department
520 West Elberta Drive, Pleasant View UT 84414
801-782-6736

Records Officer(s)
Marcie Stromberg
Agency Employee
520 W Elberta Drive
Pleasant View, UT 84414
E-mail: mstromberg@pleasantviewcity.com
Description of Role: Administrative Assistant

Records Officer Certification
Initial Certification: 07/05/2017
Most Recent Certification: 09/09/2021
Certification Expires: 09/09/2022

Plymouth (Utah)
PO Box 130, 20120 North 5200 West, Plymouth UT 84330
435-458-3646

Records Officer(s)
Paige Thompson
Recorder/Clerk
PO Box 130
20120 North 5200 West
Plymouth, UT 84330
E-mail: paiget111@yahoo.com
Municipality Agency Names

with Authorized Records Officers

Records Officer Certification
Initial Certification: 02/17/2014
Most Recent Certification: 02/22/2019
Certification Expires: 02/22/2020
Records Officer’s certification has expired.

Dixie Wilson
Records Officer
20120 N 5200 W
PO BOX 130
Plymouth, UT  84330
E-mail: Plymouthtown@outlook.com
Description of Role: Manage financial and reporting records for Plymouth Town.

Records Officer Certification
Initial Certification: 06/19/2019
Most Recent Certification: 06/18/2020
Certification Expires: 06/18/2021
Records Officer’s certification has expired.

Sharon B Hess
Town Treasurer
PO Box 130
20120 North 5200 West
Plymouth, UT  84330
E-mail: sb8hess@digis.net
Description of Role: Treasurer/Office Manager

Records Officer Certification
Initial Certification: 03/19/2013
Most Recent Certification: 03/29/2016
Certification Expires: 03/29/2017
Records Officer’s certification has expired.

Portage (Utah)

Portage Town Hall, 25880 North 9000 West, P.O. Box 4, Portage UT 84331
435 866-2108

Records Officer(s)

Kori Williams
Records Officer
PO Box 4
25880 N 9000 W
Portage, UT  84331
E-mail: portagetown@citlink.net
Description of Role: Town Clerk/Recorder

Records Officer Certification
Initial Certification: 01/24/2014
Most Recent Certification: 02/26/2021
Certification Expires: 02/26/2022
Records Officer’s certification has expired.

Nicolas Tree
Mayor
25880 N 9000 W
PO Box 4
Portage, UT  84331
E-mail: portagetown@citlink.net
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Katherine Munns
Agency Employee
25880 N 9000 W
PORTAGE, UT  84331
E-mail: portagetown@citlink.net
Description of Role: Portage Town Clerk/Recorder
Porterville (Utah)

Price (Utah)

Price City Hall, 185 East Main; PO Box 893, Price UT 84501
435-637-5010

Records Officer(s)

Tina Rowley
Agency Employee
159 East Main Street
Price, UT 84501
E-mail: tinar@priceutah.net
Description of Role: Price City Library Coordinator

Sherrie Gordon
City Recorder
185 East Main Street
Price, UT 84501
E-mail: sherrieg@priceutah.net

Jaci Adams
185 East Main Street
Price, UT 84501
E-mail: jacia@priceutah.net

Records Officer Certification
Initial Certification: 09/17/2019
Most Recent Certification: 09/27/2021
Certification Expires: 09/27/2022

Price (Utah). Sexton

Price (Utah). Police Department

910 North 700 East, Price UT 84501
4356363190

Records Officer(s)

Sky Jensen
Agency Employee
910 North 700 East
Price, UT 84501
E-mail: skyj@priceutah.net
Description of Role: I am the replacement for the Price City Police Department's Records Officer

Records Officer Certification
Initial Certification: 11/16/2020
Most Recent Certification: 11/16/2021
Certification Expires: 11/16/2022
Providence (Utah)
Providence City Office Building, 164 North Gateway Drive, Providence UT 84332
435-752-9441

Records Officer(s)

Skarlet Bankhead
Providence City Office Building
164 Gateway Drive
Providence, UT 84332
E-mail: sbankhead@providence.utah.gov
Description of Role: Records management and GRAMA

Records Officer Certification
Initial Certification: 12/04/2013
Most Recent Certification: 12/20/2020
Certification Expires: 12/20/2021

Tyler Cameron
City Recorder
164 Gateway Drive
Providence, UT 84332
E-mail: tcameron@providence.utah.gov

Records Officer Certification
Initial Certification: 04/15/2021
Most Recent Certification: 08/01/2022
Certification Expires: 08/01/2023

Provo (Utah)
351 West Center Street, Provo UT 84603
801-852-6000

Records Officer(s)

Mrs. Heidi Allman
Agency Employee
445 W Center St
Provo, UT 84601
E-mail: hallman@provo.org

Records Officer Certification
Initial Certification: 06/24/2020
Most Recent Certification: 07/07/2022
Certification Expires: 07/07/2023

Amanda Ercanbrack
Records Officer
351 West Center Street
PO Box 1849
Provo, UT 84602
E-mail: aercanbrack@provo.org
Description of Role: City Recorder

Records Officer Certification
Initial Certification: 07/14/2017
Most Recent Certification: 12/09/2020
Certification Expires: 12/09/2021

Records Officer's certification has expired.

Provo (Utah). City Recorder.
351 W Center St, Provo UT 84601
801-852-6524
Provo (Utah). Elected Officials Compensation Commission.

Provo (Utah). City Council
445 W Center St, Provo UT 84601
801-852-6524

Records Officer(s)
Amanda Ercanbrack
Records Officer
351 West Center Street
PO Box 1849
Provo, UT 84602
E-mail: aercanbrack@provo.org
Description of Role: City Recorder

Records Officer Certification
Initial Certification: 07/14/2017
Most Recent Certification: 12/09/2020
Certification Expires: 12/09/2021
Records Officer's certification has expired.

Mrs. Heidi Allman
Agency Employee
445 W Center St
Provo, UT 84601
E-mail: hallman@provo.org

Records Officer Certification
Initial Certification: 06/24/2020
Most Recent Certification: 07/07/2022
Certification Expires: 07/07/2023

Provo (Utah). Mayor
351 West Center Street, Provo UT 84601

Records Officer(s)
Amanda Ercanbrack
Records Officer
351 West Center Street
PO Box 1849
Provo, UT 84602
E-mail: aercanbrack@provo.org
Description of Role: City Recorder

Records Officer Certification
Initial Certification: 07/14/2017
Most Recent Certification: 12/09/2020
Certification Expires: 12/09/2021
Records Officer's certification has expired.

Provo (Utah). City Library
PO Box 1849, 351 W Center, Provo UT 84603
801 852-6100

Records Officer(s)
Ms. Cindy Roe
Agency Employee
550 North University Ave
Provo, UT 84601
E-mail: cindyr@provolibrary.org
Description of Role: Executive Assistant of Provo City Library
### Municipality Agency Names

#### Provo (Utah). Energy Department

PO Box 1849, 351 W Center, Provo UT 84603
801 852-6100

**Records Officer(s)**

- **Amanda Ercanbrack**
  - Records Officer
  - 351 West Center Street
  - PO Box 1849
  - Provo, UT 84602
  - E-mail: aercanbrack@provo.org
  - Description of Role: City Recorder

**Records Officer Certification**

<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
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<tbody>
<tr>
<td>Initial Certification</td>
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<tr>
<td>Most Recent Certification</td>
<td>12/09/2020</td>
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<tr>
<td>Certification Expires</td>
<td>12/09/2021</td>
</tr>
</tbody>
</table>

**Records Officer's certification has expired.**

### Provo (Utah). Public Works Department

1377 South 350 East, 351 W Center, Provo UT 84606
801 852-6100

**Records Officer(s)**

- **Amanda Ercanbrack**
  - Records Officer
  - 351 West Center Street
  - PO Box 1849
  - Provo, UT 84602
  - E-mail: aercanbrack@provo.org
  - Description of Role: City Recorder

**Records Officer Certification**

<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Certification</td>
<td>07/14/2017</td>
</tr>
<tr>
<td>Most Recent Certification</td>
<td>12/09/2020</td>
</tr>
<tr>
<td>Certification Expires</td>
<td>12/09/2021</td>
</tr>
</tbody>
</table>

**Records Officer's certification has expired.**

### Provo (Utah). Community Development Department

330 West 100 South, Provo UT 84603-1849
801 852-6100

**Records Officer(s)**
Amanda Ercanbrack  
Records Officer  
351 West Center Street  
PO Box 1849  
Provo, UT 84602  
E-mail: aercanbrack@provo.org  
Description of Role: City Recorder  
Records Officer Certification  
Initial Certification: 07/14/2017  
Most Recent Certification: 12/09/2020  
Certification Expires: 12/09/2021  
Records Officer’s certification has expired.

Provo (Utah). Economic Development Department  
PO Box 1849, 351 W Center, Provo UT 84603  
801 852-6100  

Records Officer(s)  
Amanda Ercanbrack  
Records Officer  
351 West Center Street  
PO Box 1849  
Provo, UT 84602  
E-mail: aercanbrack@provo.org  
Description of Role: City Recorder  
Records Officer Certification  
Initial Certification: 07/14/2017  
Most Recent Certification: 12/09/2020  
Certification Expires: 12/09/2021  
Records Officer’s certification has expired.

Provo (Utah). Finance Department  
351 West Center, Provo UT 84601  
801 852-6100  

Records Officer(s)  
Amanda Ercanbrack  
Records Officer  
351 West Center Street  
PO Box 1849  
Provo, UT 84602  
E-mail: aercanbrack@provo.org  
Description of Role: City Recorder  
Records Officer Certification  
Initial Certification: 07/14/2017  
Most Recent Certification: 12/09/2020  
Certification Expires: 12/09/2021  
Records Officer’s certification has expired.

Sydney Harris  
Agency Employee  
E-mail: ssibert@provo.utah.gov  
Records Officer Certification  
Initial Certification: 03/09/2022  
Most Recent Certification: 03/09/2022  
Certification Expires: 03/09/2023

Provo (Utah). Fire Department  
PO Box 1849, 351 W Center, Provo UT 84603  
801 852-6100
Municipality Agency Names
with Authorized Records Officers

Records Officer(s)

Alana Olsen
Fire Department
80 South 300 West
Provo, UT 84601
Description of Role: Handles Fire Department GRAMA requests.

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Amanda Ercanbrack
Records Officer
351 West Center Street
PO Box 1849
Provo, UT 84602
E-mail: aercanbrack@provo.org
Description of Role: City Recorder

Records Officer Certification
Initial Certification: 07/14/2017
Most Recent Certification: 12/09/2020
Certification Expires: 12/09/2021

Records Officer’s certification has expired.

Provo (Utah). Human Resources Department
PO Box 1849, 351 W Center, Provo UT 84603
801 852-6100

Records Officer(s)

Amanda Ercanbrack
Records Officer
351 West Center Street
PO Box 1849
Provo, UT 84602
E-mail: aercanbrack@provo.org
Description of Role: City Recorder

Records Officer Certification
Initial Certification: 07/14/2017
Most Recent Certification: 12/09/2020
Certification Expires: 12/09/2021

Records Officer’s certification has expired.

Provo (Utah). Parks & Recreation Department
PO Box 1849, 351 W Center, Provo UT 84603
801 852-6100

Records Officer(s)

Amanda Ercanbrack
Records Officer
351 West Center Street
PO Box 1849
Provo, UT 84602
E-mail: aercanbrack@provo.org
Description of Role: City Recorder

Records Officer Certification
Initial Certification: 07/14/2017
Most Recent Certification: 12/09/2020
Certification Expires: 12/09/2021

Records Officer’s certification has expired.
Municipality Agency Names
with Authorized Records Officers

Provo (Utah). Redevelopment Agency
PO Box 1849, 351 W Center, Provo UT 84603
801 852-6100

Amanda Ercanbrack
Records Officer
351 West Center Street
PO Box 1849
Provo, UT 84602
E-mail: aercanbrack@provo.org
Description of Role: City Recorder
Records Officer Certification
Initial Certification: 07/14/2017
Most Recent Certification: 12/09/2020
Certification Expires: 12/09/2021
Records Officer’s certification has expired.

Provo (Utah). Police Department
48 South 300 West, P.O. Box 1849, Provo UT 84603
801-852-6232

Debra Causey
Records Officer
48 South 300 West
Provo, UT 84603
E-mail: dcausey@provo.org
Records Officer Certification
Initial Certification: 06/17/2020
Most Recent Certification: 07/20/2022
Certification Expires: 07/20/2023

Angela Galbraith
Records Officer
48 South 300 West
Provo, UT 84603
E-mail: agalbraith@provo.utah.gov
Records Officer Certification
Initial Certification: 11/01/2018
Most Recent Certification: 05/20/2020
Certification Expires: 05/20/2021
Records Officer’s certification has expired.

Randolph (Utah)
Box 127, 20 South Main, Randolph UT 84064
435-793-3185

Lana Peart
Records Officer
20 South Main Street
PO Box 127
Randolph, UT 84064
E-mail: randolph@allwest.net
Records Officer Certification
Initial Certification: 11/21/2013
Most Recent Certification: 11/21/2013
Certification Expires: 11/21/2014
Records Officer’s certification has expired.
Redmond (Utah)

Redmond Town Hall, 45 West Main, P.O. Box 117, Redmond UT 84652
435-529-3278

Records Officer(s)

Mrs. Nancy Hampton
Town Recorder
Redmond Town Hall
45 West Main Street
Redmond, UT 84652
E-mail: redmondtown@gmail.com

Records Officer Certification
Initial Certification: 06/30/2015
Most Recent Certification: 08/18/2022
Certification Expires: 08/18/2023

Richfield (Utah)

PO Box 250, 75 East Center, Richfield UT 84701
435 896-6430

Records Officer(s)

Michele Jolley
City Recorder
PO Box 250
75 East Center Street
Richfield, UT 84701
E-mail: michele@richfieldcity.com
Description of Role: Records management and GRAMA

Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 07/14/2021
Certification Expires: 07/14/2022

Records Officer’s certification has expired.

Richfield (Utah). Police Department

Richfield Police Department, 77 East Center Street, Richfield UT 84701
435-896-8484

Records Officer(s)

Jeana Stevenson
Records Officer
77 East Center St
Richfield, Ut 84701
E-mail: jstevenson2005@gmail.com
Description of Role: Help people requesting Police Reports from our Department.

Records Officer Certification
Initial Certification: 10/18/2020
Most Recent Certification: 11/22/2021
Certification Expires: 11/22/2022

Tricia Curtis
Richfield Police Department
77 East Center Street
Richfield, UT 84701
E-mail: trish@richfieldcity.com

Records Officer Certification
Initial Certification: 10/18/2020
Most Recent Certification: 11/22/2021
Certification Expires: 11/22/2022

Records Officer has not completed required training certification.
Richmond (Utah)
Park Community Center, 90 South 100 West, Richmond UT 84333
435-258-2092

Records Officer(s)
Justin Lewis
City Recorder
Park Community Center
90 South 100 West
Richmond, UT 84333
E-mail: justinboydlew@gmail.com
Records Officer Certification
Initial Certification:  
Most Recent Certification:  
Certification Expires:  
Records Officer has not completed required training certification.

River Heights (Utah)
River Heights City Office, 520 South 500 East, River Heights UT 84321
435-752-2646

Records Officer(s)
Sheila Lind
City Recorder
River Heights City Office
520 South 500 East
River Heights, UT 84321
E-mail: office@riverheights.org
Records Officer Certification
Initial Certification: 12/10/2013
Most Recent Certification: 09/28/2021
Certification Expires: 09/28/2022

Riverdale (Utah)
Riverdale City, 4600 South Weber River Drive, Riverdale UT 84405
801-394-5541

Records Officer(s)
Shalee Evans
City Recorder
E-mail: sevans@riverdalecity.com
Records Officer Certification
Initial Certification:  
Most Recent Certification:  
Certification Expires:  
Records Officer has not completed required training certification.

Michelle Marigoni
Riverdale City Recorder
E-mail: mmarigoni@riverdalecity.com
Records Officer Certification
Initial Certification: 03/29/2021
Most Recent Certification: 04/05/2022
Certification Expires: 04/05/2023

Riverdale (Utah). Police Department
Records Officer(s)

Shalee Evans
City Recorder
E-mail: sevans@riverdalecity.com

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Camille Tesch
Patrol Secretary
Riverdale City Police Department
4580 S. Weber River Dr.
Riverdale, UT  84405
E-mail: ctesch@riverdalecity.com

Records Officer Certification
Initial Certification: 06/01/2021
Most Recent Certification: 05/24/2022
Certification Expires: 05/24/2023

Cindi Draper
Riverdale City
4580 South Weber River Drive
Riverdale, UT  84405
E-mail: CDraper@riverdalecity.com

Records Officer Certification
Initial Certification: 09/29/2017
Most Recent Certification: 09/07/2020
Certification Expires: 09/07/2021

Records Officer’s certification has expired.

Riverton (Utah)
12830 South 1700 West, Riverton UT 84065
801-254-0704

Records Officer(s)

Stephanie Kay
Lead Court Clerk
Riverton Justice Court
12830 S Redwood Road
Riverton, UT  84065
E-mail: skay@rivertoncity.com

Description of Role: Records management and GRAMA for Riverton Justice Court

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Jamie R. Larsen
Agency Employee
12830 S. Redwood Road
12830 S. R
Riverton, UT  84065
E-mail: jlarsen@rivertonutah.gov

Description of Role: Officer in training

Records Officer Certification
Initial Certification: 12/18/2020
Most Recent Certification: 11/30/2021
Certification Expires: 11/30/2022
Riverton (Utah). Fire Service Area.

Rockville (Utah)
PO Box 630206, 188 West Main, Rockville UT 84763
435-772-0992

Records Officer(s)
Joyce Hamilton
E-mail: joyce@rockvilleutah.org
Records Officer Certification
Initial Certification: 09/15/2017
Most Recent Certification: 10/16/2019
Certification Expires: 10/16/2020
Records Officer's certification has expired.

Vicki Bell
43 E Main
Rockville, UT 84763
E-mail: rockville@rockvilleutah.org
Records Officer Certification
Initial Certification: 06/23/2016
Most Recent Certification: 11/11/2021
Certification Expires: 11/11/2022

Rocky Ridge (Utah)
Rocky Ridge Town, 280 N Larkridge Rd, HC 60 Box 217, Rocky Ridge UT 84645
435-623-1249

Records Officer(s)
Marilyn Bronson
Town Clerk
Town of Rocky Ridge
280 North Larkridge Road
Rocky Ridge, UT 84645
E-mail: clerk@rockyridgetown.com
Records Officer Certification
Initial Certification: 03/16/2021
Most Recent Certification: 05/27/2022
Certification Expires: 05/27/2023

Roosevelt (Utah)
Roosevelt Municipal Building, 255 South State Street (36-8), Roosevelt UT 84066
435-722-5001

Records Officer(s)
Rhonda Goodrich
255 S. State Street
Roosevelt, UT 84066
E-mail: rgoodrich@rooseveltcity.com
Records Officer Certification
Initial Certification: 08/02/2021
Most Recent Certification: 08/02/2021
Certification Expires: 08/02/2022
Records Officer’s certification has expired.
Municipality Agency Names

with Authorized Records Officers

Sunshine Bellon
Deputy Recorder
255 South State Street
Roosevelt, UT 84066
E-mail: sbellon@rooseveltcity.com

Records Officer Certification
Initial Certification: 08/11/2021
Most Recent Certification: 09/01/2022
Certification Expires: 09/01/2023

Roosevelt (Utah). Arts, Parks, and Recreation Committee.

Roosevelt (Utah). Police Department
Roosevelt City Police Department, 255 South State, 36-8, Roosevelt UT 84066
435-722-2330

Records Officer(s)
Allan Tucker
255 South State Street
Roosevelt, UT 84066
E-mail: atucker@rooseveltcity.com

Records Officer Certification
Initial Certification: 08/11/2021
Most Recent Certification: 09/01/2022
Certification Expires: 09/01/2023

Records Officer has not completed required training certification.

Kim Russell
255 South State Street
Roosevelt, UT 84066
E-mail: krussell@rooseveltcity.com

Records Officer Certification
Initial Certification: 08/11/2021
Most Recent Certification: 09/01/2022
Certification Expires: 09/01/2023

Records Officer has not completed required training certification.

Sunshine Bellon
Deputy Recorder
255 South State Street
Roosevelt, UT 84066
E-mail: sbellon@rooseveltcity.com

Records Officer Certification
Initial Certification: 08/11/2021
Most Recent Certification: 09/01/2022
Certification Expires: 09/01/2023

Roy (Utah)
Roy Municipal Building, 5051 South 1900 West, Roy UT 84067
801-774-1000

Records Officer(s)
Brittany Fowers
Executive Assistant/City Recorder
5051 South 1900 West
Roy, UT 84067
E-mail: bflowers@royutah.org

Records Officer Certification
Initial Certification: 06/08/2022
Most Recent Certification: 06/08/2022
Certification Expires: 06/08/2023
Municipality Agency Names
with Authorized Records Officers

Mrs. CarrieAnne Stanger
Records Officer
5051 S 1900 W
Roy, UT 84067
E-mail: cstanger@royutah.org
Description of Role: Police Records Manager

Records Officer Certification
Initial Certification: 05/25/2022
Most Recent Certification: 05/25/2022
Certification Expires: 05/25/2023

Roy (Utah). Police Department
Roy City Police Department, 5051 South 1900 West, Roy UT 84067
801-774-1011

Records Officer(s)
Jordan Earl
Records Officer
Roy City Police Department
5051 South 1900 West
Roy, UT 84067
E-mail: jearl@royutah.org
Description of Role: Records Manager

Records Officer Certification
Initial Certification: 03/08/2017
Most Recent Certification: 05/19/2021
Certification Expires: 05/19/2022
Records Officer’s certification has expired.

Mrs. CarrieAnne Stanger
Records Officer
5051 S 1900 W
Roy, UT 84067
E-mail: cstanger@royutah.org
Description of Role: Police Records Manager

Records Officer Certification
Initial Certification: 05/25/2022
Most Recent Certification: 05/25/2022
Certification Expires: 05/25/2023

Rush Valley (Utah)
Town of Rush Valley, 52 South Park Street, P.O. Box 363, Rush Valley UT 84069
435-837-2280

Records Officer(s)
Patty Rowe
Town Clerk/Recorder
Town of Rush Valley
52 South Park Street
Rush Valley, UT 84069
E-mail: townofrv@gmail.com
Description of Role: Records management and GHAMA

Records Officer Certification
Initial Certification: 03/13/2014
Most Recent Certification: 01/20/2018
Certification Expires: 01/20/2019
Records Officer’s certification has expired.

Salem (Utah)
Salem City, 30 West 100 South, PO Box 901, Salem UT 84653
801-423-2770
Municipality Agency Names
with Authorized Records Officers

Records Officer(s)

Stacy Evans Bliss
Salem City Police Department
30 West 100 South
Salem, UT 84653
E-mail: sbliss@salemcity.org
Description of Role: Police department records

Records Officer Certification
Initial Certification: 05/22/2013
Most Recent Certification: 02/15/2022
Certification Expires: 02/15/2023

Jeffrey Nielson
City Recorder/Fin.
30 West 100 South
PO Box 901
Salem, UT 84653
E-mail: jeffn@salemcity.org
Description of Role: City records

Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 01/25/2019
Certification Expires: 01/25/2020

Records Officer has not completed required training certification.

Salem (Utah). Police Department
Salem City Police Department, 30 West 100 South, PO Box 901, Salem UT 84653
801-794-3970

Records Officer(s)

Stacy Evans Bliss
Salem City Police Department
30 West 100 South
Salem, UT 84653
E-mail: sbliss@salemcity.org
Description of Role: Police department records

Records Officer Certification
Initial Certification: 05/22/2013
Most Recent Certification: 02/15/2022
Certification Expires: 02/15/2023

Salina (Utah)
Salina City Hall, 90 West Main, P.O. Box 69, Salina UT 84654
435-529-7304

Records Officer(s)

Cherish Cowley
Assistant Records Officer
Salina City Police Department
90 W. Main Street
Salina, UT 84654
Description of Role: Police department records and Salina Court records

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.
Municipality Agency Names
with Authorized Records Officers

Kathy Maxwell
City Treasurer
90 W Main
PO Box 69
Salina, UT 84654
E-mail: kathy@salinacity.org
Description of Role: Planning and zoning minutes, building permits, cemetery

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Trudy Sorensen
Records Officer
90 W Main
PO Box 69
Salina, UT 84654-0069
Description of Role: Police department records and Salina Court records

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Sherri Westbrook
Records Officer
Salina City Hall
90 W Main Street
Salina, UT 84654
E-mail: sherri@salinacity.org
Description of Role: Financial, budget, personnel, council minutes, business licenses

Records Officer Certification
Initial Certification: 08/30/2016
Most Recent Certification: 08/30/2017
Certification Expires: 08/30/2018
Records Officer's certification has expired.

Salina (Utah). Police Department
90 W. Main, PO Box 96, Salina UT 84654
435-529-3311

Records Officer(s)

Cherish Cowley
Assistant Records Officer
Salina City Police Department
90 W. Main Street
Salina, UT 84654
Description of Role: Police department records and Salina Court records

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Trudy Sorensen
Records Officer
90 W Main
PO Box 69
Salina, UT 84654-0069
Description of Role: Police department records and Salina Court records

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.
Municipality Agency Names

with Authorized Records Officers

Mrs. Jorja Quarnberg
Agency Employee
511 E. Vaca Ln.
Sevier, UT  84766
E-mail:  policesecretary@salinacity.org
Description of Role:  I am the Salina city police departments Secretary.
Records Officer Certification
Initial Certification:  06/18/2018
Most Recent Certification:  06/18/2018
CertificationExpires:  06/18/2019
Records Officer’s certification has expired.

Salt Lake City (Utah)
City and County Bldg, 451 South State, Salt Lake City UT 84111
801-535-7671

Records Officer(s)

Rachel Molinari
E-mail:  rachel.molinari@slcgov.com
Records Officer Certification
Initial Certification:  09/20/2020
Most Recent Certification:  09/29/2021
CertificationExpires:  09/29/2022
Records Officer has not completed required training certification.

Cindy Lou Trishman
Salt Lake City Recorder
E-mail:  cindy.trishman@slcgov.com
Records Officer Certification
Initial Certification:  06/18/2018
Most Recent Certification:  06/18/2018
CertificationExpires:  06/18/2019
Records Officer has not completed required training certification.

Chad Korb
Salt Lake City IMS
349 South 200 East
Salt Lake City, UT  84111
E-mail:  Chad.Korb@slcgov.com
Records Officer Certification
Initial Certification:  06/18/2018
Most Recent Certification:  06/18/2018
CertificationExpires:  06/18/2019
Records Officer has not completed required training certification.

Todd Miller
Salt Lake City IMS
349 South 200 East #200
Salt Lake City, UT  84111
E-mail:  todd.miller@slcgov.com
Records Officer Certification
Initial Certification:  06/18/2018
Most Recent Certification:  06/18/2018
CertificationExpires:  06/18/2019
Records Officer has not completed required training certification.

Reza Faraji
Salt Lake City IMS
349 South 200 East
Salt Lake City, UT  84111
E-mail:  reza.faraji@slcgov.com
Records Officer Certification
Initial Certification:  06/18/2018
Most Recent Certification:  06/18/2018
CertificationExpires:  06/18/2019
Records Officer has not completed required training certification.
Municipality Agency Names
with Authorized Records Officers

Christy Marcy
SLC Human Resources
PO Box 145464
Salt Lake City, UT  84114
E-mail: christy.marcy@slcgov.com

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Robyn Stine
Salt Lake City RDA
451 South State Street Rm 118
Salt Lake City, UT  84111
E-mail: robyn.stine@slcgov.com

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Keith Reynolds
451 South State
Room 415 Po Box 145515
Salt Lake City, UT  84115-5515
E-mail: Keith.Reynolds@slcgov.com

Records Officer Certification
Initial Certification: 02/25/2021
Most Recent Certification: 02/23/2022
Certification Expires: 02/23/2023

Salt Lake City (Utah). City Council
City-County Building, 451 South State Street, Salt Lake City UT 84111

Records Officer(s)

Janice Aramaki
Salt Lake City Council
451 South State Street #304
Salt Lake City, UT  84111
E-mail: janice.aramaki@slcgov.com

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Salt Lake City (Utah). Justice Court
333 South 200 East, Salt Lake City UT 84111

Records Officer(s)

Tammy Shelton
Salt Lake City Justice Court Records
E-mail: Tammy.Shelton@slcgov.com

Records Officer Certification
Initial Certification: 02/04/2021
Most Recent Certification: 04/06/2022
Certification Expires: 04/06/2023

Sharon Nez
Salt Lake City Justice Court Records
E-mail: sharon.nez@slcgov.com

Records Officer Certification
Initial Certification: 10/23/2020
Most Recent Certification: 11/16/2021
Certification Expires: 11/16/2022
## Salt Lake City (Utah). Mayor : Mendenhall
City & County Building, 451 South State Street, Room 306, Salt Lake City UT 84111
801-535-6333

**Records Officer(s)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sandy Pho Casement</strong></td>
<td>Chief of Staff's executive assistant, GRAMA coordinator</td>
<td>Room 306, 451 South State Street, Salt Lake City UT 84114-5474</td>
<td>801-535-6333</td>
</tr>
<tr>
<td><strong>Vanessa Vincente</strong></td>
<td>Records Officer</td>
<td>451 South State Street Room 306, Salt Lake City UT 84114</td>
<td>801-535-6333</td>
</tr>
</tbody>
</table>

**Records Officer Certification**

- Initial Certification: 09/25/2019
- Most Recent Certification: 09/25/2019
- Certification Expires: 09/25/2020

Records Officer's certification has expired.

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## Salt Lake City (Utah). Department of Information Management Services
City-County Building, 451 South State Street, Salt Lake City UT 84111

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## Salt Lake City (Utah). Department of Airports
776 North Terminal Drive, Salt Lake City UT 84116
801-575-2408

**Records Officer(s)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aimee Eskew</strong></td>
<td>Records Officer</td>
<td>3920 W. Terminal Dr., Salt Lake City UT 84122</td>
<td>801-575-2408</td>
</tr>
</tbody>
</table>

**Records Officer Certification**

- Initial Certification: 03/15/2022
- Most Recent Certification: 03/15/2022
- Certification Expires: 03/15/2023

## Salt Lake City (Utah). City Attorney
451 South State, Room 505, Salt Lake City UT 84111
801-535-7788

**Records Officer(s)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vivian Saumure</strong></td>
<td>Records Officer</td>
<td>PO BOX 145515, Salt Lake City UT 84114</td>
<td>801-535-7788</td>
</tr>
</tbody>
</table>

E-mail: vivian.saumure@slcgov.com
Municipality Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Salt Lake City (Utah). Civil Defense Office
31 East 200 South, Salt Lake City UT 84101
(801)535-6030

Salt Lake City (Utah). Prosecutor
349 South 200 East, Suite 500, Salt Lake City UT 84114-5500

Salt Lake City (Utah). City Recorder
451 South State Street, Room 415, Salt Lake City UT 84111
801-535-7671

Salt Lake City (Utah). Mayor. Division of Risk Management
324 South State Street, Salt Lake City UT 84111
801-535-6295

Salt Lake City (Utah). Department of Community and Economic Development
City & County Building, 451 South State, Room 404, Salt Lake City UT 84114
801-535-7777

Records Officer(s)

Katherine Vuong
Salt Lake City Community and Neighborhood Services
451 South State St Rm 404
PO Box 145460
Salt Lake City, UT 84114-5460
E-mail: katherine.vuong@slcgov.com
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Jolynn Walz
E-mail: jolynn.walz@slcgov.com
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Salt Lake City (Utah). Division of Building Services and Licensing
354 South State Street, Salt Lake City UT 84111
801-535-7777

Salt Lake City (Utah). Business Licensing and Permits Office
City & County Building, 451 South State, Room 225, Salt Lake City UT 84114-5458
Salt Lake City (Utah). Department of Finance
354 South State Street, Salt Lake City UT 84111
801-535-7671

Records Officer(s)
Melyn Osmond
Accountant
City & County Building, Room 248
Salt Lake City, UT 84111
E-mail: melyn.osmond@slcgov.com

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Randy Hiller
SLC Finance
PO Box 145451
Salt Lake City, UT 84114
E-mail: randy.hillier@slcgov.com

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Salt Lake City (Utah). City Treasurer
451 South State Street, Room 225, Salt Lake City UT 84111
801-535-7946

Salt Lake City (Utah). Fire Department
P.O. Box 145520, 315 East 200 South, 7th Floor, Salt Lake City UT 84114-5520
801-530-5103

Records Officer(s)
Jesse Killinger
Records Officer
475 South 300 East
Salt Lake City, UT 84111
E-mail: jesse.killinger@slcgov.com

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Salt Lake City (Utah). Public Library
210 East 400 South, Salt Lake City UT 84111
801-363-5733

Records Officer(s)
Heidi Voss
210 East 400 South
Fifth Floor
Salt Lake City, UT 84111
Municipality Agency Names
with Authorized Records Officers

E-mail: hvoss@slcpl.org

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/21/2021
Certification Expires: 09/21/2022

Salt Lake City (Utah). Police Department
Public Safety Building, 315 East 200 South, Salt Lake City UT 84114
801-535-7272

Records Officer(s)
Candee Allred
Salt Lake City Police
E-mail: candee.allred@slcgov.com

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/21/2021
Certification Expires: 09/21/2022
Records Officer has not completed required training certification.

Salt Lake City (Utah). Public Services Department

Records Officer(s)
Stephanie Gilot
PO Box 145469
Salt Lake City, UT 84119
E-mail: stephanie.gilot@slcgov.com

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/21/2021
Certification Expires: 09/21/2022
Records Officer has not completed required training certification.

Salt Lake City (Utah). Cemetery
200 "N" Street, Salt Lake City UT 84103

Salt Lake City (Utah). Public Services. Parks Department
1965 West 500 South, Salt Lake City UT 84101

Salt Lake City (Utah). Department of Public Utilities
1530 South West Temple, Salt Lake City UT 84115-5292

Records Officer(s)
Janine Calfo
1530 South West Temple
Salt Lake City, UT. 84115
E-mail: janine.calfo@slcgov.com

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/21/2021
Certification Expires: 09/21/2022
Records Officer has not completed required training certification.

Karryn Greenleaf
1530 South West Temple
Salt Lake City, UT  84115
E-mail: karryn.greenleaf@slcgov.com
### Records Officer Certification

<table>
<thead>
<tr>
<th>Role</th>
<th>Initial Certification</th>
<th>Most Recent Certification</th>
<th>Certification Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pat Denning, Salt Lake City</td>
<td>10/20/2021</td>
<td>10/20/2021</td>
<td>10/20/2022</td>
</tr>
<tr>
<td>Wendy Downs, Sandy City</td>
<td>01/08/2021</td>
<td>02/01/2022</td>
<td>02/01/2023</td>
</tr>
</tbody>
</table>

### Municipality Agency Names with Authorized Records Officers

#### Salt Lake City (Utah). Department of Public Works
451 South State Street, Salt Lake City UT 84114
801-535-7704

#### Salt Lake City (Utah). Department of Public Works. Division of Engineering
349 South 200 East, Suite 100, Salt Lake City UT 84111

#### Salt Lake City (Utah). Water Commission

#### Sandy (Utah)
Sandy City Hall, 10000 Centennial Parkway, Sandy UT 84070
801-568-7100

#### Records Officer(s)

<table>
<thead>
<tr>
<th>Role</th>
<th>Initial Certification</th>
<th>Most Recent Certification</th>
<th>Certification Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlie Cressall, Sandy City</td>
<td>10000 S Centennial Pkwy</td>
<td>01/08/2021</td>
<td>02/01/2022</td>
</tr>
<tr>
<td>Wendy Downs, Sandy City</td>
<td>11/07/2018</td>
<td>12/06/2021</td>
<td>12/06/2022</td>
</tr>
</tbody>
</table>

### Description of Role:
- Records Management
- Ordinances & Resolutions adopted by Sandy Council
- Historical Documents & Records of the City
- Contract Management
- City Election Coordination

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#### Sandy (Utah). City Council
10000 centennial Parkway, Sandy UT 84070
801 568-7100
**Municipality Agency Names with Authorized Records Officers**

**Charlie Cressall**  
10000 S Centennial Pkwy  
Sandy, UT 84070  
E-mail: rcressall@sandy.utah.gov  
**Records Officer Certification**  
Initial Certification: 01/08/2021  
Most Recent Certification: 02/01/2022  
Certification Expires: 02/01/2023

**Wendy Downs**  
City Recorder  
Sandy City Hall  
10000 S Centennial Pkwy Suite 311  
Sandy, UT 84070  
E-mail: wdowns@sandy.utah.gov  
**Description of Role:** Records Management  
- Ordinances & Resolutions adopted by Sandy Council  
- Historical Documents & Records of the City  
- Contract Management  
- City Election Coordination  
**Records Officer Certification**  
Initial Certification: 11/07/2018  
Most Recent Certification: 12/06/2021  
Certification Expires: 12/06/2022

**Sandy (Utah). Mayor**  
10000 Centennial Parkway, Sandy UT 84070  
801 568-1799

**Records Officer(s)**

**Wendy Downs**  
City Recorder  
Sandy City Hall  
10000 S Centennial Pkwy Suite 311  
Sandy, UT 84070  
E-mail: wdowns@sandy.utah.gov  
**Description of Role:** Records Management  
- Ordinances & Resolutions adopted by Sandy Council  
- Historical Documents & Records of the City  
- Contract Management  
- City Election Coordination  
**Records Officer Certification**  
Initial Certification: 11/07/2018  
Most Recent Certification: 12/06/2021  
Certification Expires: 12/06/2022

**Charlie Cressall**  
10000 S Centennial Pkwy  
Sandy, UT 84070  
E-mail: rcressall@sandy.utah.gov  
**Records Officer Certification**  
Initial Certification: 01/08/2021  
Most Recent Certification: 02/01/2022  
Certification Expires: 02/01/2023

**Sandy (Utah). Board of Adjustment**  
10000 Centennial Parkway, Sandy UT 84070  
801 568-7100

**Records Officer(s)**

**Charlie Cressall**  
10000 S Centennial Pkwy  
Sandy, UT 84070  
E-mail: rcressall@sandy.utah.gov
Municipality Agency Names

with Authorized Records Officers

Records Officer Certification
Initial Certification: 01/08/2021
Most Recent Certification: 02/01/2022
Certification Expires: 02/01/2023

Wendy Downs
City Recorder
Sandy City Hall
10000 S Centennial Pkwy Suite 311
Sandy, UT  84070
E-mail: wdowns@sandy.utah.gov
Description of Role: Records Management
Ordinances & Resolutions adopted by Sandy Council
Historical Documents & Records of the City
Contract Management
City Election Coordination

Records Officer Certification
Initial Certification: 11/07/2018
Most Recent Certification: 12/06/2021
Certification Expires: 12/06/2022

Sandy (Utah). Chief Administrator
10000 Centennial Parkway, Sandy UT 84070
801 568-7100

Records Officer(s)
Charlie Cressall
10000 S Centennial Pkwy
Sandy, UT  84070
E-mail: rcressall@sandy.utah.gov
Records Officer Certification
Initial Certification: 01/08/2021
Most Recent Certification: 02/01/2022
Certification Expires: 02/01/2023

Wendy Downs
City Recorder
Sandy City Hall
10000 S Centennial Pkwy Suite 311
Sandy, UT  84070
E-mail: wdowns@sandy.utah.gov
Description of Role: Records Management
Ordinances & Resolutions adopted by Sandy Council
Historical Documents & Records of the City
Contract Management
City Election Coordination

Records Officer Certification
Initial Certification: 11/07/2018
Most Recent Certification: 12/06/2021
Certification Expires: 12/06/2022

Sandy (Utah). Administrative Services Department
10000 Centennial Parkway, Sandy UT 84070
801 568-7100

Records Officer(s)
Charlie Cressall
10000 S Centennial Pkwy
Sandy, UT  84070
E-mail: rcressall@sandy.utah.gov
Records Officer Certification
Initial Certification: 01/08/2021
Most Recent Certification: 02/01/2022
Certification Expires: 02/01/2023
Municipality Agency Names with Authorized Records Officers

Wendy Downs
City Recorder
Sandy City Hall
10000 S Centennial Pkwy Suite 311
Sandy, UT 84070
E-mail: wdowns@sandy.utah.gov
Description of Role: Records Management
  Ordinances & Resolutions adopted by Sandy Council
  Historical Documents & Records of the City
  Contract Management
  City Election Coordination
Records Officer Certification
  Initial Certification: 11/07/2018
  Most Recent Certification: 12/06/2021
  Certification Expires: 12/06/2022

Sandy (Utah). City Attorney
10000 Centennial Parkway, Sandy UT 84070
801 568-7100

Sandy (Utah). Public Works Department
8775 South 700 West, Sandy UT 84070
801 568-7100

Records Officer(s)

Charlie Cressall
10000 S Centennial Pkwy
Sandy, UT 84070
E-mail: rcressall@sandy.utah.gov
Records Officer Certification
  Initial Certification: 01/08/2021
  Most Recent Certification: 02/01/2022
  Certification Expires: 02/01/2023

Wendy Downs
City Recorder
Sandy City Hall
10000 S Centennial Pkwy Suite 311
Sandy, UT 84070
E-mail: wdowns@sandy.utah.gov
Description of Role: Records Management
  Ordinances & Resolutions adopted by Sandy Council
  Historical Documents & Records of the City
  Contract Management
  City Election Coordination
Records Officer Certification
  Initial Certification: 11/07/2018
  Most Recent Certification: 12/06/2021
  Certification Expires: 12/06/2022

Sandy (Utah). Community Development Department
1000 Centennial Parkway, Sandy UT 84070-1799
801-568-7100

Records Officer(s)

Wendy Downs
City Recorder
Sandy City Hall
10000 S Centennial Pkwy Suite 311
Sandy, UT 84070
E-mail: wdowns@sandy.utah.gov
Municipality Agency Names

with Authorized Records Officers

Description of Role: Records Management
Ordinances & Resolutions adopted by Sandy Council
Historical Documents & Records of the City
Contract Management
City Election Coordination

Records Officer Certification
Initial Certification: 11/07/2018
Most Recent Certification: 12/06/2021
Certification Expires: 12/06/2022

Charlie Cressall
10000 S Centennial Pkwy
Sandy, UT  84070
E-mail: rcressall@sandy.utah.gov

Records Officer Certification
Initial Certification: 01/08/2021
Most Recent Certification: 02/01/2022
Certification Expires: 02/01/2023

Sandy City (Utah). Community Development. Planning Commission
10000 Centennial Parkway, Sandy UT 84070-4148
801-568-7256

Records Officer(s)
Wendy Downs
City Recorder
Sandy City Hall
10000 S Centennial Pkwy Suite 311
Sandy, UT  84070
E-mail: wdowns@sandy.utah.gov
Description of Role: Records Management
Ordinances & Resolutions adopted by Sandy Council
Historical Documents & Records of the City
Contract Management
City Election Coordination

Records Officer Certification
Initial Certification: 11/07/2018
Most Recent Certification: 12/06/2021
Certification Expires: 12/06/2022

Charlie Cressall
10000 S Centennial Pkwy
Sandy, UT  84070
E-mail: rcressall@sandy.utah.gov

Records Officer Certification
Initial Certification: 01/08/2021
Most Recent Certification: 02/01/2022
Certification Expires: 02/01/2023

Sandy (Utah). Fire Department
10000 Centennial Parkway, Sandy UT 84070
801 568-7100

Records Officer(s)
Charlie Cressall
10000 S Centennial Pkwy
Sandy, UT  84070
E-mail: rcressall@sandy.utah.gov

Records Officer Certification
Initial Certification: 01/08/2021
Most Recent Certification: 02/01/2022
Certification Expires: 02/01/2023
Municipality Agency Names

with Authorized Records Officers

Wendy Downs
City Recorder
Sandy City Hall
10000 S Centennial Pkwy Suite 311
Sandy, UT 84070
E-mail: wdowns@sandy.utah.gov
Description of Role: Records Management
Ordinances & Resolutions adopted by Sandy Council
Historical Documents & Records of the City
Contract Management
City Election Coordination

Records Officer Certification
Initial Certification: 11/07/2018
Most Recent Certification: 12/06/2021
Certification Expires: 12/06/2022

Sandy (Utah). Parks and Recreation Department
10000 Centennial Parkway, Sandy UT 84070
801 568-7100

Records Officer(s)
Charlie Cressall
10000 S Centennial Pkwy
Sandy, UT 84070
E-mail: rcressall@sandy.utah.gov
Records Officer Certification
Initial Certification: 01/08/2021
Most Recent Certification: 02/01/2022
Certification Expires: 02/01/2023

Wendy Downs
City Recorder
Sandy City Hall
10000 S Centennial Pkwy Suite 311
Sandy, UT 84070
E-mail: wdowns@sandy.utah.gov
Description of Role: Records Management
Ordinances & Resolutions adopted by Sandy Council
Historical Documents & Records of the City
Contract Management
City Election Coordination

Records Officer Certification
Initial Certification: 11/07/2018
Most Recent Certification: 12/06/2021
Certification Expires: 12/06/2022

Sandy (Utah). Public Utilities
10000 Centennial Parkway, Sandy UT 84070
801 568-7100

Sandy (Utah). Sandy Police Department
10000 Centennial Parkway, Ste 111, Sandy UT 84070
801 568-7100

Records Officer(s)
Jennifer Vasquez
Records Director
Sandy Police Department
10000 S. Centennial Pkwy.
Ste 111
Sandy, UT 84070
E-mail: jdacosta@sandy.utah.gov
# Municipality Agency Names

## with Authorized Records Officers

**Santa Clara (Utah)**

Santa Clara Town Hall, 2603 Santa Clara Drive, Santa Clara UT 84765

435-673-6712

### Records Officer(s)

**Mrs. Chris A Shelley**

Records Officer  
2603 Santa Clara Dr.  
Santa Clara, UT 84765  
E-mail: cshelley@sccity.org  
Description of Role: City Recorder

**Records Officer Certification**

- Initial Certification: 03/25/2021
- Most Recent Certification: 03/15/2022
- Certification Expires: 03/15/2023

**Santaquin (Utah)**

Santaquin, 275 W Main Street, Santaquin UT 84655

801-754-3211

### Records Officer(s)

**Kira Petersen**

Deputy Recorder  
Santaquin City Hall  
275 W. Main Street  
Santaquin, UT 84655  
E-mail: kpetersen@santaquin.org  
Description of Role: Deputy Recorder

**Records Officer Certification**

- Initial Certification: 08/30/2017  
- Most Recent Certification: 04/02/2020  
- Certification Expires: 04/02/2021

**Dennis Lynn Marker**

City Recorder  
275 West Main Street  
275 W. Main St  
Santaquin, UT 84655  
E-mail: dmarker@santaquin.org  
Description of Role: City Recorder

**Records Officer Certification**

- Initial Certification: 09/23/2019  
- Most Recent Certification: 08/16/2021  
- Certification Expires: 08/16/2022

**Amalie Rose Ottley**

Records Officer  
275 w Main Street  
Santaquin, UT 84655  
E-mail: aottley@santaquin.org  
Description of Role: City Recorder

**Records Officer Certification**

- Initial Certification: 03/22/2022  
- Most Recent Certification: 03/28/2022  
- Certification Expires: 03/28/2023
Municipality Agency Names

with Authorized Records Officers

Mrs. Jenna Osborn Worthen
Records Officer
Santaquin City Police Department
275 West Main Street
Santaquin, UT 84655
E-mail: jworthen@santaquin.org
Description of Role: I am an administrative assistant at the Santaquin Police Department. One of my duties is to process records requests on a daily basis.

Records Officer Certification
Initial Certification: 09/09/2014
Most Recent Certification: 02/22/2022
Certification Expires: 02/22/2023

Santaquin (Utah). Police Department
Santaquin City Police Department, 275 W Main Street, Santaquin UT 84655
801-754-1070

Records Officer(s)

Mrs. Jenna Osborn Worthen
Records Officer
Santaquin City Police Department
275 West Main Street
Santaquin, UT 84655
E-mail: jworthen@santaquin.org
Description of Role: I am an administrative assistant at the Santaquin Police Department. One of my duties is to process records requests on a daily basis.

Records Officer Certification
Initial Certification: 09/09/2014
Most Recent Certification: 02/22/2022
Certification Expires: 02/22/2023

Saratoga Springs (Utah)
1307 North Commerce Drive, Suite 200, Saratoga Springs UT 84045
801 766-9793

Records Officer(s)

Cindy LoPiccolo
City Recorder
1307 N. Commerce Drive, Suite 200
Saratoga Springs, UT 84045
E-mail: clopiccolo@saratogaspringscity.com
Records Officer Certification
Initial Certification: 09/05/2018
Most Recent Certification: 08/18/2022
Certification Expires: 08/18/2023

Nicolette Fike
1307 N. Commerce Dr.
Suite 200
Saratoga Springs, UT 84045
E-mail: nfike@saratogaspringscity.com
Records Officer Certification
Initial Certification: 09/16/2016
Most Recent Certification: 10/08/2021
Certification Expires: 10/08/2022

Saratoga Springs (Utah). Police Department
367 S Saratoga Road, Saratoga Springs UT 84045
801-766-6503

Records Officer(s)
Municipality Agency Names
with Authorized Records Officers

Cristy Soper
Police Department Administrative Assistant
1307 North Commerce Drive
Suite 120
Saratoga Springs, UT 84045
E-mail: csoper@saratogaspringscity.com
Description of Role: GRAMA and records management for the Saratoga Springs and Bluffdale Police departments.

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 03/24/2022
Certification Expires: 03/24/2023

Scipio (Utah)
Town Hall, 160 North State, P.O. Box 560063, Scipio UT 84656
435 758-2633

Records Officer(s)
Linda Stephenson
Records Officer
PO Box 560066
506 N State
Scipio, UT 84656
E-mail: lindaqsteph@yahoo.com
Description of Role: Scipio Town Treasurer

Records Officer Certification
Initial Certification: 12/01/2014
Most Recent Certification: 12/12/2021
Certification Expires: 12/12/2022

Scofield (Utah)
HC 35 Box 560, Helper UT 84526
435 472-5391

Records Officer(s)
Andreah Brady
Town Clerk
HC 35 Box 560
Scofield, UT 84526
E-mail: scofield84526@gmail.com
Description of Role: All city records and GRAMA

Records Officer Certification
Initial Certification: 11/07/2012
Most Recent Certification: 12/03/2017
Certification Expires: 12/03/2018
Records Officer’s certification has expired.

Kim Erkkila
Assistant Town Clerk
HC 35 Box 560
Scofield, UT 84526
E-mail: kperkkila@gmail.com
Description of Role: All city records and GRAMA

Records Officer Certification
Initial Certification: 11/07/2012
Most Recent Certification: 12/30/2017
Certification Expires: 12/30/2018
Records Officer’s certification has expired.

Sigurd (Utah)
595 North State, P.O. Box 570064, Sigurd UT 84657
435 896-4645

Records Officer(s)

Vickie Houston
Town Clerk
595 North State Street
PO Box 570064
Sigurd, UT 84657
E-mail: sigurdtown@cut.net
Records Officer Certification
Initial Certification: 01/07/2014
Most Recent Certification: 06/28/2022
Certification Expires: 06/28/2023

Smithfield (Utah)

Smithfield City Hall, 96 South Main Street, P.O. Box 96, Smithfield UT 84335
435-563-6226

Records Officer(s)

Mr. Justin Boyd Lewis
City Recorder
Smithfield City Hall
96 South Main
Smithfield, UT 84335
E-mail: jlewis@smithfieldcity.org
Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 03/24/2020
Certification Expires: 03/24/2021
Records Officer's certification has expired.

Smithfield (Utah). Police Department

55 East 100 South, Smithfield UT 84335
435-563-8501

Records Officer(s)

Travis Allen
Chief of Police
55 East 100 South
Smithfield, UT 84335
E-mail: tallen@smithfieldpd.net
Records Officer Certification
Initial Certification: 09/17/2018
Most Recent Certification: 09/15/2021
Certification Expires: 09/15/2022

Snowville (Utah)

Snowville Town Hall, 20 West Main, P.O. Box 734, Snowville UT 84336
435-872-8501

Records Officer(s)

Mrs. Tammie S. Morgan
Records Officer
20 W Main
Snowville, UT 84336
E-mail: snowvilletown@frontiernet.net
Description of Role: All city records
Municipality Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 07/05/2022
Certification Expires: 07/05/2023

South Jordan (Utah)
South Jordan City, 1600 West Towne Center Drive, South Jordan UT 84095
801-254-3742

Records Officer(s)
Anna Crookston
Records Officer
1600 W Towne Center Drive
South Jordan, UT 84095
E-mail: acrookston@sjc.utah.gov
Description of Role: City Recorder for the City of South Jordan
Records Officer Certification
Initial Certification: 12/21/2020
Most Recent Certification: 12/20/2021
Certification Expires: 12/20/2022

Emily Fitton
Agency Employee
1600 West Towne Center Drive
South Jordan, UT 84095
E-mail: efitton@sjc.utah.gov
Description of Role: Paralegal - South Jordan City Attorney’s Office. I help process GRAMA request and responses.
Records Officer Certification
Initial Certification: 02/20/2020
Most Recent Certification: 01/27/2022
Certification Expires: 01/27/2023

Jennifer Butler
Court Administrator
1600 W Towne Center Dr
South Jordan, UT 84095
E-mail: JButler@sjc.utah.gov
Description of Role: Court records and GRAMA
Records Officer Certification
Initial Certification: 02/20/2020
Most Recent Certification: 01/27/2022
Certification Expires: 01/27/2023

Records Officer has not completed required training certification.

South Jordan (Utah). Police Department
1600 Towne Center Dr., 10610 S., South Jordan UT 84095
801-254-4708

Records Officer(s)
Shar Hoffman
1600 West Towne Center
South Jordan, UT 84095
E-mail: shoffman@sjc.utah.gov
Records Officer Certification
Initial Certification: 08/17/2018
Most Recent Certification: 08/03/2022
Certification Expires: 08/03/2023

Marissa Hayes
Agency Employee
10655 S Redwood Rd
South Jordan, UT 84095
E-mail: mhayes@sjc.utah.gov
Municipality Agency Names

with Authorized Records Officers

Description of Role: I am the technical services specialist for SJPD. I will be handling records, GRAMA requests, body cam redactions, uniforms and equipment.

Records Officer Certification
Initial Certification: 01/12/2021
Most Recent Certification: 12/15/2021
Certification Expires: 12/15/2022

Matt Brown
Records Officer
10656 S Redwood Road
South Jordan, UT 84095
E-mail: mbrown@sjc.utah.gov
Description of Role: Special services division commander

Records Officer Certification
Initial Certification: 07/05/2019
Most Recent Certification: 07/05/2019
Certification Expires: 07/05/2020

Records Officer's certification has expired.

South Ogden (Utah)

3950 South Adams Avenue, Ste. 1, South Ogden UT 84403
801 622-8585

Records Officer(s)

Leesa Kapetanov
City Recorder
3950 Adams Ave
Suite 1
South Ogden, UT 84403
E-mail: lkapetanov@southogdencity.com
Description of Role: City Recorder

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 08/30/2022
Certification Expires: 08/30/2023

South Ogden (Utah). Police Department

South Ogden Police Department, 3950 South Adams Avenue, South Ogden UT 84403
801-622-2800

Records Officer(s)

Janette Kirkland
Records Officer
3950 Adams Ave
South Ogden, UT 84403
E-mail: jkirkland@southogdencity.gov
Description of Role: Records manager for the police department at South Ogden City

Records Officer Certification
Initial Certification: 08/25/2021
Most Recent Certification: 08/08/2022
Certification Expires: 08/08/2023

Janette Kirkland
3950 South Adams Avenue
South Ogden, UT 84403
E-mail: jkirkland@southogdenpolice.com

Records Officer Certification
Initial Certification: 08/25/2021
Most Recent Certification: 08/08/2022
Certification Expires: 08/08/2023

Records Officer has not completed required training certification.
South Salt Lake (Utah)

South Salt Lake City Hall, 220 East Morris Ave., Ste 200, South Salt Lake UT 84115
801-483-6000

Records Officer(s)

Mrs. Ariel Andrus
Records Officer
220 East Morris Ave
South Salt Lake, UT 84115
E-mail: aandrus@sslc.com
Description of Role: I'm the City Recorder for South Salt Lake

Records Officer Certification
Initial Certification: Most Recent Certification: Certification Expires:
Records Officer has not completed required training certification.

South Salt Lake City (Utah). Police Department

South Salt Lake Police Department, 2835 S. Main Street, South Salt Lake UT 84115
801-412-3600

Records Officer(s)

Davi Donahue
Records Technician
South Salt Lake Police Department
2835 S Main Street
South Salt Lake, UT 84115
E-mail: ddonahue@sslc.gov
Description of Role: GRAMA for police department, police department records management

Records Officer Certification
Initial Certification: 10/07/2015
Most Recent Certification: 11/17/2021
Certification Expires: 11/17/2022

Terri Jordan
Police Records Officer
South Salt Lake Police Department
2835 S. Main Street
South Salt Lake, UT 84115
E-mail: tjordan@sslc.gov

Records Officer Certification
Initial Certification: 11/08/2018
Most Recent Certification: 01/31/2022
Certification Expires: 01/31/2023

Patricia Ervin
2835 S. Main St.
South Salt Lake, UT 84115
E-mail: pervin@sslc.gov

Records Officer Certification
Initial Certification: 08/18/2022
Most Recent Certification: 08/18/2022
Certification Expires: 08/18/2023

Jessica Deneault
Executive Secretary/Records Superv.
South Salt Lake Police Department
2835 S. Main Street
South Salt Lake, UT 84115
E-mail: jdeneault@sslc.gov

Records Officer Certification
Initial Certification: 09/22/2015
Most Recent Certification: 11/11/2021
Certification Expires: 11/11/2022
Municipality Agency Names
with Authorized Records Officers

Aretha Edwards
2835 S. Main St.
South Salt Lake, UT 84115
E-mail: aedwards@sslc.gov

Records Officer Certification
Initial Certification: 02/03/2022
Most Recent Certification: 02/03/2022
Certification Expires: 02/03/2023

Tseitel Pacheco
2835 South Main St
South Salt Lake, UT 84115
E-mail: tpacheco@sslc.gov

Records Officer Certification
Initial Certification: 02/03/2022
Most Recent Certification: 02/03/2022
Certification Expires: 02/03/2023

Records Officer has not completed required training certification.

South Weber (Utah)
1600 E South Weber Drive, 1600 East South Weber Drive, South Weber UT 84405
801-479-3177

Records Officer(s)
Lisa Smith
Recorder
1600 East South Weber Drive
South Weber, UT 84405
E-mail: lsmith@southwebercity.com

Records Officer Certification
Initial Certification: 01/25/2018
Most Recent Certification: 02/15/2022
Certification Expires: 02/15/2023

Spanish Fork (Utah)
Spanish Fork, 40 South Main, PO Box 358, Spanish Fork UT 84660
801-804-4500

Records Officer(s)
Kent Clark
40 South Main Street
Spanish Fork, UT 84660
E-mail: kent@spanishfork.org

Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 10/26/2020
Certification Expires: 10/26/2021

Records Officer's certification has expired.

Tara Silver
City Recorder
40 South Main Street
Spanish Fork, UT 84660
E-mail: tsilver@spanishfork.org

Records Officer Certification
Initial Certification: 08/31/2021
Most Recent Certification: 11/11/2021
Certification Expires: 11/11/2022

Mrs. Jill J Thorpe
Agency Employee
789 West Center
Spanish Fork, UT 84660
Municipality Agency Names

with Authorized Records Officers

E-mail: jthorpe@spanishfork.org
Description of Role: I work in the Police Department and fill the GRAMA requests.

Records Officer Certification
Initial Certification: 09/17/2014
Most Recent Certification: 11/11/2021
Certification Expires: 11/11/2022

Kimberly Brenneman
40 South Main St
Spanish Fork, UT 84660
E-mail: kbrenneman@spanishfork.org

Records Officer Certification
Initial Certification: 10/09/2017
Most Recent Certification: 10/26/2020
Certification Expires: 10/26/2021

Records Officer's certification has expired.

Mrs. Shelley Hendrickson
Agency Employee
40 South Main
Spanish Fork, UT 84660
E-mail: shendrickson@spanishfork.org
Description of Role: I am the clerk for the Mt. Nebo Water Agency. It is an interlocal entity.

Records Officer Certification
Initial Certification: 06/10/2015
Most Recent Certification: 05/12/2022
Certification Expires: 05/12/2023

Spanish Fork (Utah). Police Department

Spanish Fork Police Department, 789 W Center Street, Spanish Fork UT 84660
801-804-4700

Records Officer(s)

Mrs. Jill J Thorpe
Agency Employee
789 West Center
Spanish Fork, UT 84660
E-mail: jthorpe@spanishfork.org
Description of Role: I work in the Police Department and fill the GRAMA requests.

Records Officer Certification
Initial Certification: 09/17/2014
Most Recent Certification: 11/11/2021
Certification Expires: 11/11/2022

Spring City (Utah)

Spring City Hall, 150 East Center, P.O. Box 189, Spring City UT 84662
435-462-2244

Records Officer(s)

Whit Allred
City Treasurer
Spring City Hall
150 East Center
Spring City, UT 84662
E-mail: treasurer@springcityutah.org

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.
Municipality Agency Names
with Authorized Records Officers

Michael Black
Deputy Treasurer
City Hall
150 East Center Street
Spring City, UT 84662
E-mail: deputytreasurer@springcityutah.org

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 

Ruth Ann McCain
Records Officer
395 S 500 E
Spring City, UT 84662
E-mail: recorder@springcityutah.org

Description of Role: I am the Recorder/Clerk for Spring City Utah

Records Officer Certification
Initial Certification: 09/16/2021
Most Recent Certification: 09/16/2021
Certification Expires: 09/16/2022

Chad Huff
Chief of Police
E-mail: police@springcityutah.org

Records Officer Certification
Initial Certification: 06/15/2018
Most Recent Certification: 09/03/2020
Certification Expires: 09/03/2021

Records Officer has not completed required training certification.

Ruth Ann McCain
395 South 500 East
Spring City, UT 84662
E-mail: grama@springcityutah.org

Records Officer Certification
Initial Certification: 12/29/2021
Most Recent Certification: 12/29/2021
Certification Expires: 12/29/2022

Springdale (Utah)
Springdale Town Hall, 118 Lion Blvd., P.O. Box 187, Springdale UT 84767
435-772-3434

Records Officer(s)

Dawn Brecke
Treasurer
PO Box 187
Springdale, UT 84767
E-mail: dbrecke@springdale.utah.gov

Description of Role: Financial Records

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 

Records Officer has not completed required training certification.

Darci Carlson
Records Officer
118 Lion Boulevard
PO Box 187
Springdale, UT 84767
E-mail: dcarlson@springdale.utah.gov

Description of Role: Responsibilities include: preparation and maintenance of official municipal records, supervision of elections, archiving of documents and vital info, cemetery oversight, interaction with the public. 
Records Officer Certification
Initial Certification: 06/16/2015
Most Recent Certification: 08/28/2020
Certification Expires: 08/28/2021
Records Officer’s certification has expired.

Katy Brown
Records Officer
PO Box 187
118 Lion Blvd
Springdale, UT 84767
E-mail: kbrown@springdale.utah.gov
Description of Role: Deputy Town Clerk

Records Officer Certification
Initial Certification: 05/03/2017
Most Recent Certification: 05/14/2020
Certification Expires: 05/14/2021
Records Officer’s certification has expired.

Springdale (Utah). Police Department
118 Lion BLVD, 118 Lion BLVD, PO BOX 187, Springdale UT 84767
4357729096

Records Officer(s)

Jennifer Thompson
Police Administrative Assistant
Springdale Police Department
118 Lion BLVD, PO BOX 187
Springdale, UT 84767
E-mail: jthompson@springdale.utah.gov

Records Officer Certification
Initial Certification: 05/15/2013
Most Recent Certification: 04/30/2021
Certification Expires: 04/30/2022
Records Officer’s certification has expired.

Mrs. Jennifer Diane Grigg
Deputy Recorder
110 S Main St
Springville, UT 84663
E-mail: jgrigg2@springville.org
Description of Role: As Deputy Recorder here in Springville, my duties are similar to a secretary. I take and transcribe minutes, write letters, proofread letters and reports, and maintain filing systems, write reports an

Records Officer Certification
Initial Certification: 07/13/2015
Most Recent Certification: 09/16/2021
Certification Expires: 09/16/2022
Rebecca Stokes
E-mail: rstokes@springville.org
Description of Role: Springville Fire Department records officer
Records Officer Certification
Initial Certification: 09/17/2019
Most Recent Certification: 10/01/2020
Certification Expires: 10/01/2021
Records Officer’s certification has expired.

Springville (Utah). Police Department
Records Officer(s)
Megan Mendell
Agency Employee
110 south Main
Springville, UT 84663
E-mail: mmendell@springville.org
Description of Role: Police Records
Records Officer Certification
Initial Certification: 06/01/2021
Most Recent Certification: 05/16/2022
Certification Expires: 05/16/2023

St. George (Utah)
City Office, 175 East 200 North, St. George UT 84770
435-634-5800
Records Officer(s)
Paula Houston
175 E 200 N
St. George, UT 84770
E-mail: paula.houston@sgcity.org
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Mrs. Christina Ann Fernandez
City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder
Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 10/08/2021
Certification Expires: 10/08/2022

St. George (Utah). Energy Services Department
811 East Red Hills Parkway, St. George UT 84770
435-627-4800
Records Officer(s)
Becky Rivera
Records Officer
811 East Red Hills Pkwy
St. George, UT 84770
E-mail: becky.rivera@sgcity.org
Description of Role: My job classification is FERC/NERC Records Administrator.
Municipality Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 04/15/2014
Most Recent Certification: 04/07/2015
Certification Expires: 04/07/2016
Records Officer’s certification has expired.

St. George (Utah). City Council
175 East 200 North, St. George UT 84770
435-627-4003

Records Officer(s)

Mrs. Christina Ann Fernandez
City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder
Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 10/08/2021
Certification Expires: 10/08/2022

St. George (Utah). Mayor
175 East 200 North, St. George UT 84770
(435)627-4001

Records Officer(s)

Mrs. Christina Ann Fernandez
City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder
Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 10/08/2021
Certification Expires: 10/08/2022

St. George (Utah). Legal Services Department

Records Officer(s)

Mrs. Christina Ann Fernandez
City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder
Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 10/08/2021
Certification Expires: 10/08/2022

St. George (Utah). City Manager
175 East 200 North, St. George UT 84770
(435)627-4001

Records Officer(s)
St. George (Utah). Department of Administrative Services
175 East 200 North, St. George UT 84770
435 634-5800

Records Officer(s)
Mrs. Christina Ann Fernandez
City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder
Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 10/08/2021
Certification Expires: 10/08/2022

St. George (Utah). City Recorder
175 East 200 North, St. George UT 84770
435-627-4003

Records Officer(s)
Mrs. Christina Ann Fernandez
City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder
Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 10/08/2021
Certification Expires: 10/08/2022

St. George (Utah). Department of Finance
175 e 200 n, st george UT 84770

Records Officer(s)
Mrs. Christina Ann Fernandez
City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder
Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 10/08/2021
Certification Expires: 10/08/2022

St. George (Utah). Fire Department
Records Officer(s)
Mrs. Christina Ann Fernandez
City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 10/08/2021
Certification Expires: 10/08/2022

St. George (Utah). Sports and Recreation

Records Officer(s)
Mrs. Christina Ann Fernandez
City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 10/08/2021
Certification Expires: 10/08/2022

St. George (Utah). Utilities Department
175 East 200 North, St. George UT 84770
(435)627-4001

Records Officer(s)
Mrs. Christina Ann Fernandez
City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 10/08/2021
Certification Expires: 10/08/2022

St. George (Utah). Water Department

Records Officer(s)
Mrs. Christina Ann Fernandez
City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 10/08/2021
Certification Expires: 10/08/2022

St. George (Utah). Police Department
Municipality Agency Names with Authorized Records Officers

200 East 265 North, St. George UT 84770

Records Officer(s)

Mrs. Valerie L. Seely
265 North 200 East
St. George, UT 84770
E-mail: valerie.seely@sgcity.org
Description of Role: Office Supervisor for St. George Police Department over Records Department.

Records Officer Certification
Initial Certification: 12/27/2013
Most Recent Certification: 11/16/2021
Certification Expires: 11/16/2022

Christina Neel
St. George Police Records Supervisor
E-mail: christina.neel@sgcity.org

Records Officer Certification
Initial Certification: 10/03/2017
Most Recent Certification: 02/01/2022
Certification Expires: 02/01/2023

Amy Harward
Agency Employee
E-mail: amy.harward@sgcity.org

Records Officer Certification
Initial Certification: 10/27/2020
Most Recent Certification: 11/02/2021
Certification Expires: 11/02/2022

Mrs. Edith Mayer
Agency Employee
265 S 200 E
St. George, UT 84770
E-mail: edith.mayer@sgcity.org
Description of Role: Records Tech I

Records Officer Certification
Initial Certification: 10/29/2020
Most Recent Certification: 11/01/2021
Certification Expires: 11/01/2022

Susan Merrill
Records Technician
E-mail: susan.merrill@sgcity.org

Records Officer Certification
Initial Certification: 11/25/2020
Most Recent Certification: 11/03/2021
Certification Expires: 11/03/2022

Julia Clegg
E-mail: julia.clegg@sgcity.org

Records Officer Certification
Initial Certification: 01/27/2021
Most Recent Certification: 01/28/2022
Certification Expires: 01/28/2023

Ms. Heather Hallman
St. George Police Department Records
E-mail: heather.hallman@sgcity.org
Description of Role: 911 Supervisor

Records Officer Certification
Initial Certification: 01/12/2021
Most Recent Certification: 12/21/2021
Certification Expires: 12/21/2022

Mike Giles
Records Officer
E-mail: michael.giles@sgcity.org

Records Officer Certification
Initial Certification: 02/02/2022
Most Recent Certification: 02/02/2022
Certification Expires: 02/02/2023
Glória Farmer
St. George Police Records
E-mail: gloria.farmer@sgcity.org
Records Officer Certification
Initial Certification: 11/17/2021
Most Recent Certification: 11/17/2021
Certification Expires: 11/17/2022

Ben Collet
St. George Police Records
E-mail: ben.collet@sgcity.org
Records Officer Certification
Initial Certification: 11/30/2021
Most Recent Certification: 11/30/2021
Certification Expires: 11/30/2022

Patricia Barron
St. George Police Administrative Assistant
E-mail: patricia.barron@sgcity.org
Records Officer Certification
Initial Certification: 11/17/2021
Most Recent Certification: 11/17/2021
Certification Expires: 11/17/2022

Sterling (Utah)
Town Hall, 110 West 100 North, P.O. Box 650069, Sterling UT 84665
435-835-1799

Records Officer(s)
Stacey Ann Lyon
Recorder/Clerk
60 North 100 West
PO Box 650069
Sterling, UT 84665
E-mail: sterling@mail.manti.com
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:

Martha Faalfoaso
Stockton Town Clerk
18 North Johnson Street
Stockton, UT 84071
E-mail: townclerk@stocktontown.org

Records Officer(s)
Alissa Perez
Court Clerk
PO Box 240
Stockton, UT 84071
E-mail: courtclerk@stocktontown.org
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Laura Mott
Stockton Town Treasurer
18 North Johnson Street
Stockton, UT 84071
E-mail: treasurer@stocktontown.org

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Sunset City Corporation, 200 West 1300 North, Sunset UT 84015
801-825-1628

Records Officer(s)

Nicole Supp
E-mail: nsupp@sunset-ut.com

Records Officer Certification
Initial Certification: 03/09/2022
Most Recent Certification: 03/09/2022
Certification Expires: 03/09/2023

Mrs. Susan Rae Hale
Records Officer
Sunset City Corporation
200 W. 1300 N.
Sunset, UT 84015
E-mail: shale@sunset-ut.com

Description of Role: I am appointed by the Mayor as the Recorder of Sunset. One of my duties (by City Ordinance 1-7A-1(C)) is to keep the records of the City. GRAMA responder.

Records Officer Certification
Initial Certification: 04/27/2015
Most Recent Certification: 07/22/2021
Certification Expires: 07/22/2022

Records Officer’s certification has expired.

Sunset (Utah). Police Department
200 W. 1300 N., Clearfield UT 84015
801-825-1620

Records Officer(s)

Ken Eborn
Police Chief
200 W. 1300 N.
Clearfield, UT 84015
E-mail: keborn@sunset-ut.com

Description of Role: GRAMA responder.

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Lt Bruce Arbogast
Records Officer
200 W. 1300 N.
Clearfield, UT 84015

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.
Municipality Agency Names
with Authorized Records Officers

E-mail: barbogast@sunset-ut.com
Description of Role: GRAMA responder

Records Officer Certification
Initial Certification: 09/04/2022
Most Recent Certification: 09/04/2022
Certification Expires: 09/04/2023
Records Officer has not completed required training certification.

Syracuse (Utah)
Municipal Building, 1979 West 1900 South, Syracuse UT 84075
801-825-1477

Records Officer(s)

Cassie Brown
City Recorder
1979 West 1900 South
Syracuse, UT 84075
E-mail: cassieb@syracuseut.com

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 02/16/2021
Certification Expires: 02/16/2022
Records Officer's certification has expired.

Syracuse (Utah). Police Department
1751 S. 2000 W., Syracuse UT 84075
801-825-4400

Records Officer(s)

Mariana Molina
E-mail: mmolina@syracuseut.com

Records Officer Certification
Initial Certification: 09/21/2016
Most Recent Certification: 05/23/2022
Certification Expires: 05/23/2023

Mazie Watters
Records Officer
1751 South 2000 West
Syracuse, UT 84075
E-mail: mwatters@syracuseut.com

Records Officer Certification
Initial Certification: 12/31/2020
Most Recent Certification: 12/31/2020
Certification Expires: 12/31/2021
Records Officer's certification has expired.

Angie Poll
Agency Employee
1751 South 2000 West
1751 South 2000 West
Syracuse, UT 84075
E-mail: apoll@syracuseut.com

Records Officer Certification
Initial Certification: 04/19/2018
Most Recent Certification: 03/25/2022
Certification Expires: 03/25/2023

Tabiona (Utah)
Tabiona Town Hall, 38152 West 3950 North, Tabiona UT 84072
435-848-5481
Municipality Agency Names
with Authorized Records Officers

Records Officer(s)
Jenny Giles
Town Clerk
Tabiona Town Hall
38152 West 3950 North
Tabiona, UT 84072
E-mail: tabiona@ubtanet.com
Description of Role: GRAMA responder.

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Taylorsville (Utah)
Taylorsville City Hall, 2600 West Taylorsville Blvd, Taylorsville UT 84119
801-963-5400

Records Officer(s)
Jamie Lyn Brooks
Records Officer
Taylorsville City Hall
2600 West Taylorsville Blvd.
Taylorsville, UT 84119
E-mail: jbrooks@taylorsvilleut.gov
Description of Role: 2019: Interim City Clerk/Recorder for the City of West Jordan
2020: City Recorder Taylorsville City

Records Officer Certification
Initial Certification: 10/01/2015
Most Recent Certification: 09/20/2021
Certification Expires: 09/20/2022

Kris Heineman
E-mail: kheineman@taylorsvilleut.gov
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Taylorsville (Utah). Police Department.

Records Officer(s)
Donny Gasu
Agency Employee
8878 W Cyprus Street
Coppertron, UT 84006
E-mail: dgasu@taylorsvilleut.gov
Description of Role: I will be the Records Manager for the Taylorsville City Police Department.

Records Officer Certification
Initial Certification: 05/07/2021
Most Recent Certification: 06/03/2022
Certification Expires: 06/03/2023

Tooele (Utah)
Tooele City Hall, 90 North Main Street, Tooele UT 84074
435-843-2100

Records Officer(s)
Michelle Pitt  
Recorder/Purchasing Agent  
Tooele City Hall  
90 N. Main Street  
Tooele, UT 84074  
E-mail: michellep@tooelec.org  
Description of Role: Tooele City Recorder  
Records Officer Certification  
Initial Certification: 09/13/2013  
Most Recent Certification: 08/17/2022  
Certification Expires: 08/17/2023

Holly Potter  
Records Officer  
90 North Main Street  
Tooele, UT 84074  
E-mail: hollyp@tooelec.org  
Description of Role: Deputy Recorder  
Records Officer Certification  
Initial Certification: 10/05/2021  
Most Recent Certification: 10/05/2021  
Certification Expires: 10/05/2022

Tooele (Utah). City Attorney’s Office.

Tooele (Utah). Community Development Department  
90 North Main, Tooele UT 84074

Records Officer(s)  
Michelle Pitt  
Recorder/Purchasing Agent  
Tooele City Hall  
90 N. Main Street  
Tooele, UT 84074  
E-mail: michellep@tooelec.org  
Description of Role: Tooele City Recorder  
Records Officer Certification  
Initial Certification: 09/13/2013  
Most Recent Certification: 08/17/2022  
Certification Expires: 08/17/2023

Tooele (Utah). City Council  
90 North Main Street, Tooele UT 84074  
435 843-2100

Records Officer(s)  
Michelle Pitt  
Recorder/Purchasing Agent  
Tooele City Hall  
90 N. Main Street  
Tooele, UT 84074  
E-mail: michellep@tooelec.org  
Description of Role: Tooele City Recorder  
Records Officer Certification  
Initial Certification: 09/13/2013  
Most Recent Certification: 08/17/2022  
Certification Expires: 08/17/2023

Tooele (Utah). Mayor
Tooele City Hall, 90 North Main, Tooele UT 84074
435-843-2104

Tooele (Utah). City Recorder/Purchasing Agent
90 N Main, Tooele UT 84074
435 843-2100

**Records Officer(s)**

**Michelle Pitt**  
Recorder/Purchasing Agent  
Tooele City Hall  
90 N. Main Street  
Tooele, UT  84074  
E-mail: michellep@tooelecity.org  
Description of Role:  Tooele City Recorder  
**Records Officer Certification**  
Initial Certification: 09/13/2013  
Most Recent Certification: 08/17/2022  
Certification Expires: 08/17/2023

**Holly Potter**  
Records Officer  
90 North Main Street  
Tooele, UT  84074  
E-mail: hollyp@tooelecity.org  
Description of Role:  Deputy Recorder  
**Records Officer Certification**  
Initial Certification: 10/05/2021  
Most Recent Certification: 10/05/2021  
Certification Expires: 10/05/2022

Tooele (Utah). Police Department  
Tooele Police Department, 323 North Main Street, Tooele UT 84074  
435-882-8900

**Records Officer(s)**

**Michelle Pitt**  
Recorder/Purchasing Agent  
Tooele City Hall  
90 N. Main Street  
Tooele, UT  84074  
E-mail: michellep@tooelecity.org  
Description of Role:  Tooele City Recorder  
**Records Officer Certification**  
Initial Certification: 09/13/2013  
Most Recent Certification: 08/17/2022  
Certification Expires: 08/17/2023

**Jeremy Hansen**  
Agency Employee  
Tooele Police Department  
323 North Main Street  
Tooele, UT  84074  
E-mail: jhansen@tooelecity.org  
**Records Officer Certification**  
Initial Certification: 06/21/2017  
Most Recent Certification: 06/21/2017  
Certification Expires: 06/21/2018

Records Officer’s certification has expired.

Toquerville (Utah)
Toquerville City, 212 Toquer Blvd., P.O. Box 27, Toquerville UT 84774
435-635-1094

Records Officer(s)
Daisy Fuentes
212 North Toquer Blvd
Toquerville, UT 84774
E-mail: daisy@toquerville.org
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
*Records Officer has not completed required training certification.*

Daisy Fuentes
Records Officer
Toquerville City
212 N. Toquer Blvd.
Toquerville, UT 84774
E-mail: recorder@toquerville.org
Description of Role: City Recorder/Clerk
Records Officer Certification
Initial Certification: 11/25/2015
Most Recent Certification: 07/19/2021
Certification Expires: 07/19/2022
*Records Officer’s certification has expired.*

Torrey (Utah)
Torrey Town Office, 51 East 1st North, P.O. Box 750027, Torrey UT 84775
435-425-3528

Records Officer(s)
Karen S Mayne
Town Clerk
75 East 100 North
Torrey, UT 84775
E-mail: karen@torreyutah.gov
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
*Records Officer has not completed required training certification.*

Tremonton (Utah)
Tremonton Civic Center, 102 South Tremont St., P.O. Box 100, Tremonton UT 84337
435-257-2625

Records Officer(s)
Linsey Nessen
Agency Employee
102 S. Tremont St.
Tremonton, UT 84337
E-mail: inessen@tremontoncity.com
Description of Role: Deputy Recorder
Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 03/01/2022
Certification Expires: 03/01/2023
Mrs. Cynthia A Nelson  
Agency Employee  
102 S Tremont St  
Tremonton, UT 84337  
E-mail: cnelson@tremontoncity.com  
Description of Role: Accounts Payable/Deputy Clerk  
Records Officer Certification  
Initial Certification: 09/13/2012  
Most Recent Certification: 10/06/2021  
Certification Expires: 10/06/2022  

Tiffany Briel  
125 South 100 West  
Tremonton, UT 84337  
E-mail: tbriel@tremontoncity.com  
Records Officer Certification  
Initial Certification: 11/17/2020  
Most Recent Certification: 11/17/2020  
Certification Expires: 11/17/2021  
Records Officer’s certification has expired.

Tremonton (Utah). Police Department  
125 South 100 West, Tremonton UT 84337  
435-257-3131  
Records Officer(s)  
Tiffany Briel  
125 South 100 West  
Tremonton, UT 84337  
E-mail: tbriel@tremontoncity.com  
Records Officer Certification  
Initial Certification: 11/17/2020  
Most Recent Certification: 11/17/2020  
Certification Expires: 11/17/2021  
Records Officer’s certification has expired.

Tremonton (Utah). Police Department. Unified Department.  
Records Officer(s)  
Tiffany Briel  
125 South 100 West  
Tremonton, UT 84337  
E-mail: tbriel@tremontoncity.com  
Records Officer Certification  
Initial Certification: 11/17/2020  
Most Recent Certification: 11/17/2020  
Certification Expires: 11/17/2021  
Records Officer’s certification has expired.

Trenton (Utah)  
Trenton Town Hall, 17 East Main, P.O. Box 77, Trenton UT 84338  
435-563-9509  
Records Officer(s)
Municipality Agency Names
with Authorized Records Officers

Mrs. Macall Smith
Town Clerk
Trenton Town Hall
17 East Main
Trenton, UT 84338
E-mail: trentontown@hotmail.com
Description of Role: Town Clerk
Records Officer Certification
Initial Certification: 04/07/2014
Most Recent Certification: 11/08/2021
Certification Expires: 11/08/2022

Tropic (Utah)
Heritage Center, 20 North Main St., P.O. Box 130, Tropic UT 84776
435-679-8713

Records Officer(s)
Dani Harding
Town Clerk
Tropic Town Hall
20 North Main Street
PO Box 130
Tropic, UT 84776
E-mail: townclerk@tropictown.org
Records Officer Certification
Initial Certification: 09/13/2013
Most Recent Certification: 02/28/2022
Certification Expires: 02/28/2023

Mr. Jason Bybee
20 N Main
PO Box 130
Tropic, UT 84776
E-mail: bybe3713@gmail.com
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Uintah (Utah)
Uintah City Hall, 2191 East 6550 South, Uintah UT 84405
801-479-4130

Records Officer(s)
Tisha Dodgen
2191 E. 6550 S.
Uintah, UT 84405
E-mail: tishadodgen@hotmail.com
Records Officer Certification
Initial Certification: 04/20/2022
Most Recent Certification: 04/20/2022
Certification Expires: 04/20/2023

Kristi Bell
2191 East 6550 South
Uintah, UT 84405
E-mail: cckristibell@gmail.com
Records Officer Certification
Initial Certification: 04/20/2022
Most Recent Certification: 04/20/2022
Certification Expires: 04/20/2023
Municipality Agency Names
with Authorized Records Officers

Michelle Mortensen
Uintah City Recorder
E-mail: m.mortensen@uintahcity.com
Records Officer Certification
Initial Certification: 09/13/2021
Most Recent Certification: 08/08/2022
Certification Expires: 08/08/2023

Vernal (Utah)
374 East Main, 374 East Main Street, Vernal UT 84078
4357892255

Records Officer(s)
Ken Bassett
City Manager
Vernal City Hall
374 East Main Street
Vernal, UT 84078
E-mail: kbassett@vernalcity.org
Description of Role: Records management and GRAMA
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 01/31/2022
Certification Expires: 01/31/2023

Roxanne Behunin
Deputy City Recorder
Vernal City Hall
374 East Main Street
Vernal, UT 84078
E-mail: rmbehunin@vernalcity.org
Description of Role: Deputy Recorder - Records management and processing GRAMA requests
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 01/31/2022
Certification Expires: 01/31/2023

Vernal (Utah). Police Department
Vernal Police Department, 374 East Main Street, Vernal UT 84078
435-789-5835

Records Officer(s)
Roxanne Behunin
Deputy City Recorder
Vernal City Hall
374 East Main Street
Vernal, UT 84078
E-mail: rmbehunin@vernalcity.org
Description of Role: Deputy Recorder - Records management and processing GRAMA requests
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 01/31/2022
Certification Expires: 01/31/2023

Vernon (Utah)
Municipality Agency Names
with Authorized Records Officers

Vernon Town Hall, 325 South Main St., P.O. Box 134, Vernon UT 84080
435-790-3006

Records Officer(s)

Melinda Johnson
Town Clerk/Recorder
PO Box 134
325 S. Main Street
Vernon, UT 84080
E-mail: vernontownclerk@gmail.com
Description of Role: City records management
Records Officer Certification
Initial Certification: 07/05/2017
Most Recent Certification: 07/05/2017
Certification Expires: 07/05/2018
Records Officer’s certification has expired.

Vineyard (Utah)

Vineyard, 125 South Main, Vineyard UT 84059
801 226-1929

Records Officer(s)

Pamela Spencer
City Recorder
125 South Main
Vineyard, UT  84059
E-mail: pams@vineyardutah.org
Description of Role: Town Clerk/Office Administrator
Records Officer Certification
Initial Certification: 12/19/2013
Most Recent Certification: 07/22/2022
Certification Expires: 07/22/2023

Vineyard (Utah). Administrative Law Judge/Hearing Officer.

Virgin (Utah)

Virgin Town Hall, 114 S. Mill St., PO Box 790008, Virgin UT 84779
435-635-4695

Records Officer(s)

Krystal Percival
Agency Employee
411 S Mill Street
PO Box 790008
Virgin, UT  84779
E-mail: clerk@virginutah.org
Description of Role: Town Clerk
Records Officer Certification
Initial Certification: 06/27/2021
Most Recent Certification: 06/27/2021
Certification Expires: 06/27/2022
Records Officer’s certification has expired.

Krystal Percival
Town Clerk/Recorder
Virgin Town Hall
114 S. Mill St.
Box 790008
Virgin, UT  84779
E-mail: clerk@virgin.utah.gov
Wales (Utah)
Wales Town Hall, 150 N. State, HC 13 Box 4274, Wales UT 84667
435-436-9345

Records Officer(s)
Velva Lee Sherman
Town Clerk
Wales Town Hall
150 N State
HC 13 Box 4274
Wales, UT 84667
E-mail: wales@cut.net

Records Officer Certification
Initial Certification: 03/29/2018
Most Recent Certification: 10/08/2021
Certification Expires: 10/08/2022

Wallsburg (Utah)
Civic Center, 60 W. Main Canyon Road, P.O. Box 52, Wallsburg UT 84082
435-654-4534

Records Officer(s)
Rylee Allen
Town Clerk
210 S. Center St.
Wallsburg, UT 84082
E-mail: rylee_b@hotmail.com

Records Officer Certification
Initial Certification: 08/24/2022
Most Recent Certification: 08/24/2022
Certification Expires: 08/24/2023

Washington City (Utah)
Washington City Hall, 111 North 100 East, Washington UT 84780
435-656-6300

Records Officer(s)
Tara Pentz
City Recorder
Washington City Offices
111 N 100 E
Washington, UT 84780
E-mail: recorder@washingtoncity.org
Municipality Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 04/28/2021
Most Recent Certification: 06/02/2022
Certification Expires: 06/02/2023

Danice B Bulloch
Records Officer
Washington City Office
111 North 100 East
Washington, UT  84780
E-mail: recorder@washingtoncity.org
Description of Role: City Recorder

Records Officer Certification
Initial Certification: 04/15/2013
Most Recent Certification: 05/01/2020
Certification Expires: 05/01/2021

Records Officer's certification has expired.

Lexi Ruesch
Records Officer
E-mail: iruesch@washingtoncity.org
Description of Role: Washington City Deputy Recorder

Records Officer Certification
Initial Certification: 07/15/2022
Most Recent Certification: 07/15/2022
Certification Expires: 07/15/2023

Washington City (Utah). Police Department
Washington Police Department, 111 North 100 East, Washington UT 84780
435-986-1515

Records Officer(s)

Rachel Riley
Washington City Police Department
135 North 100 East
Washington, UT  84780
E-mail: riley@washingtoncity.org

Records Officer Certification
Initial Certification: 05/16/2018
Most Recent Certification: 06/02/2022
Certification Expires: 06/02/2023

Dennis Bailey
Washington City Police Dept.
135 North 100 East
Washington, UT  84780
E-mail: dbailey@washingtoncity.org

Records Officer Certification
Initial Certification: 07/01/2021
Most Recent Certification: 07/01/2021
Certification Expires: 07/01/2022

Records Officer's certification has expired.

Washington Terrace (Utah)
Washington Terrace City Hall, 5249 South 400 East, Washington Terrace UT 84405
801-393-8681

Records Officer(s)

Amy Rodriguez
City Recorder
Washington Terrace City Hall
5249 South 400 East
Washington Terrace, UT  84405
E-mail: amy@washingtonterracecity.org
Municipality Agency Names

with Authorized Records Officers

Description of Role: All city records and GRAMA

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 06/02/2022
Certification Expires: 06/02/2023

Wellington (Utah)
Wellington City Hall, 150 West Main Street, P.O. Box 559, Wellington UT 84542-0559
435-637-5213

Records Officer(s)
Johnny Powell
Fire Chief
PO Box 559
Wellington, UT  84542
E-mail: clfpowell@msn.com
Description of Role: Wellington Fire Police documents

Records Officer Certification
Initial Certification: 10/01/2015
Most Recent Certification: 09/24/2020
Certification Expires: 09/24/2021
Records Officer's certification has expired.

Glenna Nelson
City Recorder
Wellington City Hall
150 West Main Street
Wellington, UT  84542
E-mail: gnelson@wellingtonutah.org
Description of Role: Records Management, City Council Minutes, Planning and Zoning Secretary, Accounts Payable, Finance/Budget, Business Licenses, Cemetery

Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 06/02/2022
Certification Expires: 06/02/2023
Records Officer has not completed required training certification.

Gracie Procarione
Records Officer
150 W MAIN ST
PO BOX 559
WELLINGTON, UT  84542
E-mail: gprocarione@wellingtonutah.org
Description of Role: I am the new City Recorder for Wellington City

Records Officer Certification
Initial Certification: 10/01/2015
Most Recent Certification: 09/24/2020
Certification Expires: 09/24/2021
Records Officer has not completed required training certification.

Wellington (Utah). Police Department
150 W. Main Street, PO Box 559, Wellington UT 84542
435-6374830

Wellsville (Utah)
Wellsville City Hall, 75 East Main Street, PO Box 6, Wellsville UT 84339
435-245-3683

Records Officer(s)
Scott Wells  
City Manager  
Wellsville City Hall  
75 East Main  
Wellsville, UT  84339  
E-mail:  swells@wellsvillecity.com  

Records Officer Certification  
Initial Certification:  10/23/2018  
Most Recent Certification:  10/23/2018  
Certification Expires:  10/23/2019  

Records Officer’s certification has expired.

Laurie Christensen  
Justice Court Clerk  
Wellsville City Hall  
75 East Main  
Wellsville, UT  84339-0006  
E-mail:  wellsvillecourt@comcast.net  
Description of Role:  Justice court records management  

Records Officer Certification  
Initial Certification:  05/29/2013  
Most Recent Certification:  11/07/2018  
Certification Expires:  11/07/2019  

Records Officer’s certification has expired.

Wendover (Utah)  

Wendover Government Complex, 920 E. Wendover Blvd., P.O. Box 430, Wendover UT 84083  
435-665-7030  

Records Officer(s)  
Devan Clevenger  
City Clerk  
Wendover Government Complex  
920 East Wendover Blvd.  
Wendover, UT  84083  
E-mail:  devan@wendoverut.us  

Records Officer Certification  
Initial Certification:  05/09/2017  
Most Recent Certification:  06/24/2021  
Certification Expires:  06/24/2022  

Records Officer’s certification has expired.

Sasha Palafox  
Agency Employee  
920 E Wendover Blvd  
Wendover, UT  84083  
E-mail:  sasha@wendoverut.us  
Description of Role:  City Clerk  

Records Officer Certification  
Initial Certification:  07/14/2022  
Most Recent Certification:  07/14/2022  
Certification Expires:  07/14/2023  

West Bountiful (Utah)  

West Bountiful City, 550 North 800 West, West Bountiful UT 84087  
801-292-4486  

Records Officer(s)
Municipality Agency Names

with Authorized Records Officers

Mischelle Robinson
Police Department Administrative Assistant
West Bountiful Police Department
550 North 800 West
West Bountiful, UT  84087
E-mail: mrobinson@wbcity.org
Description of Role: Police department records and GRAMA
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 05/13/2021
Certification Expires: 05/13/2022
Records Officer’s certification has expired.

Cathy Brightwell
City Recorder
West Bountiful City Hall
550 North 800 West
West Bountiful, UT  84087
E-mail: cbrightwell@wbcity.org
Description of Role: All administrative records for West Bountiful City. Assistant to ARO and has authorization to act on behalf of ARO if ARO is absent. Also the GRAMA responder.
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 07/23/2018
Certification Expires: 07/23/2019
Records Officer’s certification has expired.

West Bountiful (Utah). Police Department
550 N. 800 W., West Bountiful UT 84087
801-292-4487

Records Officer(s)

Mischelle Robinson
Police Department Administrative Assistant
West Bountiful Police Department
550 North 800 West
West Bountiful, UT  84087
E-mail: mrobinson@wbcity.org
Description of Role: Police department records and GRAMA
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 05/13/2021
Certification Expires: 05/13/2022
Records Officer’s certification has expired.

Cathy Brightwell
City Recorder
West Bountiful City Hall
550 North 800 West
West Bountiful, UT  84087
E-mail: cbrightwell@wbcity.org
Description of Role: All administrative records for West Bountiful City. Assistant to ARO and has authorization to act on behalf of ARO if ARO is absent. Also the GRAMA responder.
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 07/23/2018
Certification Expires: 07/23/2019
Records Officer’s certification has expired.

West Haven City (Utah)
West Haven City Hall, 4150 South 3900 West, West Haven UT 84401
801-731-4519

Records Officer(s)
Emily Green  
City Recorder  
West Haven City Hall  
4150 South 3900 West  
West Haven, UT 84401  
E-mail: emilyg@westhavencity.com  

Records Officer Certification  
Initial Certification: 03/18/2021  
Most Recent Certification: 03/29/2022  
Certification Expires: 03/29/2023

West Jordan (Utah)  
West Jordan City Hall, 8000 South Redwood Road, West Jordan UT 84088  
801-569-5117

Records Officer(s)  
Aundrea Ward  
7602 South Jordan Landing Blvd  
West Jordan, UT 84084  
E-mail: aundrea.ward@westjordan.utah.gov  
Records Officer Certification  
Initial Certification: 12/06/2021  
Most Recent Certification: 12/06/2021  
Certification Expires: 12/06/2022

Mr. Duncan T. Murray  
Records Officer  
8000 South Redwood Rd., 2nd Floor  
West Jordan, UT 84088  
E-mail: duncan.murray@westjordan.utah.gov  
Description of Role: I am the Asst. City Attorney assigned by the City Attorney and Chief Administrative Officer to work with and provide legal advice to the City Recorder and other official City records officers  
Records Officer Certification  
Initial Certification:  
Most Recent Certification:  
Certification Expires:  
Records Officer has not completed required training certification.

Tangee Sloan  
West Jordan City Hall  
8000 South Redwood Road  
West Jordan, UT 84088  
E-mail: tangee.sloan@westjordan.utah.gov  
Description of Role: City recorder as of 9/10/20.  
Records Officer Certification  
Initial Certification: 10/30/2018  
Most Recent Certification: 10/04/2021  
Certification Expires: 10/04/2022

Rachel Dority  
Agency Employee  
2826 W Lincoln Cv  
South Jordan, UT 84095  
E-mail: rachel.dority@westjordan.utah.gov  
Description of Role: I am going to be helping the West Jordan City Recorder with distributing GRAMA requests and organizing requests.  
Records Officer Certification  
Initial Certification: 10/13/2021  
Most Recent Certification: 10/14/2021  
Certification Expires: 10/14/2022

Tiffany Ekins  
7960 South 4000 West  
West Jordan, UT 84088  
E-mail: Tiffany.Ekins@westjordan.utah.gov
West Jordan (Utah). Fire Department.
7602 South Jordan Landing Blvd, West Jordan UT 84084
801-260-7300

Records Officer(s)
Aundrea Ward
7602 South Jordan Landing Blvd
West Jordan, UT  84084
E-mail: aundrea.ward@westjordan.utah.gov

Records Officer Certification
Initial Certification: 12/06/2021
Most Recent Certification: 12/06/2021
Certification Expires: 12/06/2022

Rachel Dority
Agency Employee
2826 W Lincoln Cv
South Jordan, UT  84095
E-mail: rachel.dority@westjordan.utah.gov
Description of Role: I am going to be helping the West Jordan City Recorder with distributing GRAMA requests and organizing requests.

Records Officer Certification
Initial Certification: 10/13/2021
Most Recent Certification: 10/14/2021
Certification Expires: 10/14/2022

West Jordan (Utah). Sexton

Records Officer(s)
Rachel Dority
Agency Employee
2826 W Lincoln Cv
South Jordan, UT  84095
E-mail: rachel.dority@westjordan.utah.gov
Description of Role: I am going to be helping the West Jordan City Recorder with distributing GRAMA requests and organizing requests.

Records Officer Certification
Initial Certification: 10/13/2021
Most Recent Certification: 10/14/2021
Certification Expires: 10/14/2022

West Jordan (Utah). City Court
8010 S. Redwood Rd., West Jordan UT 84084
801-256-2290

Records Officer(s)
Rachel Dority
Agency Employee
2826 W Lincoln Cv
South Jordan, UT  84095
E-mail: rachel.dority@westjordan.utah.gov
Description of Role: I am going to be helping the West Jordan City Recorder with distributing GRAMA requests and organizing requests.
West Jordan (Utah). Police Department
8040 S. Redwood Rd., West Jordan UT 84088
801-256-2000

Records Officer(s)

Jade McCourt
Records Technician
8040 S Redwood Road
West Jordan, UT 84088
E-mail: Jade.McCourt@westjordan.utah.gov

- Records Officer Certification
  - Initial Certification: 05/30/2019
  - Most Recent Certification: 11/03/2021
  - Certification Expires: 11/03/2022

Melanie Heitman
Records Officer
E-mail: melanie.heitman@westjordan.utah.gov

- Records Officer Certification
  - Initial Certification: 10/29/2020
  - Most Recent Certification: 11/02/2021
  - Certification Expires: 11/02/2022

Miriam Noemi Delatorre
Records Officer
5822 S Crest Flower Way
Kearns, UT 84118
E-mail: miriam.delatorre@westjordan.utah.gov
Description of Role: Records Technician for West Jordan Police

- Records Officer Certification
  - Initial Certification: 10/29/2020
  - Most Recent Certification: 11/02/2021
  - Certification Expires: 11/02/2022

Ashlee Jarvis
Agency Employee
E-mail: ashlee.chance@westjordan.utah.gov

- Records Officer Certification
  - Initial Certification: 10/30/2020
  - Most Recent Certification: 11/03/2021
  - Certification Expires: 11/03/2022

Anne Fitzgerald
Records Officer
8040 S. Redwood Road
West Jordan, UT 84088
E-mail: anne.fitzgerald@westjordan.utah.gov
Description of Role: Records Technician-West Jordan PD

- Records Officer Certification
  - Initial Certification: 12/01/2020
  - Most Recent Certification: 11/17/2021
  - Certification Expires: 11/17/2022

Rochelle Montanez
Records Officer
E-mail: rochelle.montanez@westjordan.utah.gov

- Records Officer Certification
  - Initial Certification: 09/17/2021
  - Most Recent Certification: 09/17/2021
  - Certification Expires: 09/17/2022
Rachel Dority
Agency Employee
2826 W Lincoln Cv
South Jordan, UT  84095
E-mail:  rachel.dority@westjordan.utah.gov
Description of Role:  I am going to be helping the West Jordan City Recorder with distributing GRAMA requests and
organizing requests.
Records Officer Certification
Initial Certification:  10/13/2021
Most Recent Certification:  10/14/2021
Certification Expires:  10/14/2022

Karina Samaniego
Records Officer
8040 S Redwood Rd
West Jordan, UT  84088
E-mail:  karina.samaniego@westjordan.utah.gov
Description of Role:  Records Technician
Records Officer Certification
Initial Certification:  01/21/2022
Most Recent Certification:  01/21/2022
Certification Expires:  01/21/2023

Brooke Kurzen
Records Officer
E-mail:  brooke.kurzen@westjordan.utah.gov
Description of Role:  Police Records Technician
Records Officer Certification
Initial Certification:  01/21/2022
Most Recent Certification:  01/21/2022
Certification Expires:  01/21/2023

Tricia Breinholt
8040 South Redwood Road
West Jordan, UT  84088
E-mail:  Tricia.Breinholt@westjordan.utah.gov
Records Officer Certification
Initial Certification:  10/12/2020
Most Recent Certification:  09/16/2021
Certification Expires:  09/16/2022

West Jordan (Utah). Treasurer

Records Officer(s)
Rachel Dority
Agency Employee
2826 W Lincoln Cv
South Jordan, UT  84095
E-mail:  rachel.dority@westjordan.utah.gov
Description of Role:  I am going to be helping the West Jordan City Recorder with distributing GRAMA requests and
organizing requests.
Records Officer Certification
Initial Certification:  10/13/2021
Most Recent Certification:  10/14/2021
Certification Expires:  10/14/2022

West Point (Utah)
West Point City Hall, 3200 West 300 North, West Point City UT 84015
801-776-0970

Records Officer(s)
Boyd R Davis
Assistant City Manager
3200 West 300 North
West Point, UT  84015
Municipality Agency Names
with Authorized Records Officers

E-mail: bdavis@westpointcity.org
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Mrs. Casey Ann Arnold
City Recorder
West Point City Hall
3200 West 300 North
West Point City, UT 84015
E-mail: carnold@westpointcity.org
Description of Role: I am the City Recorder/Cemetery Administrator for West Point City and GRAMA.
Records Officer Certification
Initial Certification: 09/13/2012
Most Recent Certification: 04/02/2020
Certification Expires: 04/02/2021
Records Officer's certification has expired.

Katie Hansen
3200 West 300 North
West Point, UT 84015
E-mail: khansen@westpointcity.org
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

West Valley City (Utah)
West Valley City Hall, 3600 South Constitution Blvd, West Valley City UT 84119
801-966-3600

Records Officer(s)
Nichole Camac
City Recorder
West Valley City Hall
3600 South Constitution Blvd
West Valley City, UT 84119
E-mail: Nichole.Camac@wvc-ut.gov
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer
Records Officer Certification
Initial Certification: 12/07/2015
Most Recent Certification: 11/22/2021
Certification Expires: 11/22/2022

West Valley City (Utah). City Council
West Valley City Hall, 3600 South Constitution Blvd., West Valley City UT 84119
801 966-3600

Records Officer(s)
Nichole Camac
City Recorder
West Valley City Hall
3600 South Constitution Blvd
West Valley City, UT 84119
E-mail: Nichole.Camac@wvc-ut.gov
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer
West Valley City (Utah). City Manager
West Valley City Hall, 3000 South Constitution Blvd., West Valley City UT 84119
801 974-5501

Records Officer(s)
Nichole Camac
City Recorder
West Valley City Hall
3600 South Constitution Blvd
West Valley City, UT 84119
E-mail: Nichole.Camac@wvc-ut.gov
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

West Valley City (Utah). Department of Administration
West Valley City Hall, 3000 South Constitution Blvd., West Valley City UT 84119
801 966-3600

Records Officer(s)
Nichole Camac
City Recorder
West Valley City Hall
3600 South Constitution Blvd
West Valley City, UT 84119
E-mail: Nichole.Camac@wvc-ut.gov
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

West Valley City (Utah). City Attorney
West Valley City Hall, 3000 South Constitution Blvd., West Valley City UT 84119
801-974-5501

Records Officer(s)
Nichole Camac
City Recorder
West Valley City Hall
3600 South Constitution Blvd
West Valley City, UT 84119
E-mail: Nichole.Camac@wvc-ut.gov
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer
West Valley City (Utah). Finance Department
West Valley City Hall, 3000 South Constitution Blvd., West Valley City UT 84119
801 974-5501

Records Officer(s)
Nichole Camac
City Recorder
West Valley City Hall
3600 South Constitution Blvd
West Valley City, UT 84119
E-mail: Nichole.Camac@wvc-ut.gov
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

Records Officer Certification
Initial Certification: 12/07/2015
Most Recent Certification: 11/22/2021
Certification Expires: 11/22/2022

West Valley City (Utah). Fire Department
3600 South Constitution Blvd., West Valley City UT 84119

Records Officer(s)
Nichole Camac
City Recorder
West Valley City Hall
3600 South Constitution Blvd
West Valley City, UT 84119
E-mail: Nichole.Camac@wvc-ut.gov
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

Records Officer Certification
Initial Certification: 12/07/2015
Most Recent Certification: 11/22/2021
Certification Expires: 11/22/2022

West Valley City (Utah). Community & Economic Development
West Valley City Hall, 3000 South Constitution Blvd., Salt Lake City UT 84119
801 966-3600

Records Officer(s)
Nichole Camac
City Recorder
West Valley City Hall
3600 South Constitution Blvd
West Valley City, UT 84119
E-mail: Nichole.Camac@wvc-ut.gov
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

Records Officer Certification
Initial Certification: 12/07/2015
Most Recent Certification: 11/22/2021
Certification Expires: 11/22/2022

West Valley City (Utah). Parks and Recreation
3600 Constitution Blvd., West Valley City UT 84119
801 966-3600

Records Officer(s)
Nichole Camac  
City Recorder  
West Valley City Hall  
3600 South Constitution Blvd  
West Valley City, UT 84119  
E-mail: Nichole.Camac@wvc-ut.gov  
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer  
Records Officer Certification  
Initial Certification: 12/07/2015  
Most Recent Certification: 11/22/2021  
Certification Expires: 11/22/2022

West Valley City (Utah). Public Works Department  
West Valley City Hall, 3000 South Constitution Blvd., West Valley City UT 84119  
801 966-3600

Records Officer(s)  
Nichole Camac  
City Recorder  
West Valley City Hall  
3600 South Constitution Blvd  
West Valley City, UT 84119  
E-mail: Nichole.Camac@wvc-ut.gov  
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer  
Records Officer Certification  
Initial Certification: 12/07/2015  
Most Recent Certification: 11/22/2021  
Certification Expires: 11/22/2022

West Valley City (Utah). Police Department  
3575 South Market Street, West Valley City UT 84119  
801 966-3226

Records Officer(s)  
Nichole Camac  
City Recorder  
West Valley City Hall  
3600 South Constitution Blvd  
West Valley City, UT 84119  
E-mail: Nichole.Camac@wvc-ut.gov  
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer  
Records Officer Certification  
Initial Certification: 12/07/2015  
Most Recent Certification: 11/22/2021  
Certification Expires: 11/22/2022

West Valley City (Utah). Recorder

Records Officer(s)  
Nichole Camac  
City Recorder  
West Valley City Hall  
3600 South Constitution Blvd  
West Valley City, UT 84119  
E-mail: Nichole.Camac@wvc-ut.gov  
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer
White City Metro Township (Utah)

Willard (Utah)
Willard City Hall, 80 West 50 South, P.O. Box 593, Willard UT 84340
435-734-9881

Records Officer(s)
Michelle Drago
80 West 50 South
Willard, UT  84340
E-mail: mdrago@willardcity.com
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Susan Obray
City Recorder
E-mail: sobray@willardcity.com
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Willard (Utah). Police Department
PO Box 593, Willard UT 84340
435-734-9881

Records Officer(s)
Theron Fielding
80 West 50 South
Willard, UT  84340
E-mail: tfielding@willardcity.com
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Lisa Clark
80 West 50 South
Willard, UT  84340
E-mail: lclark@willardcity.com
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Michelle K. Vest-Snarr
Records Officer
80 W 50 S
PO Box 593
Willard, UT  84340
E-mail: willardcity@comcast.net
Woodland Hills (Utah)
City of Woodland Hills, 200 South Woodland Hills Drive, Woodland Hills UT 84653
801-423-1962

Records Officer(s)

Jody Stones
City Recorder
City of Woodland Hills
200 S Woodland Hills Dr
Woodland Hills, UT 84653
E-mail: recorder@woodlandhills-ut.gov
Description of Role: Records management

Records Officer Certification
Initial Certification: 03/21/2019
Most Recent Certification: 05/03/2022
Certification Expires: 05/03/2023

Woodruff (Utah)
P.O. Box 154, 195 S Main, Woodruff UT 84086
435 793-4201

Records Officer(s)

Anelisa Bell
Records Officer
195 South Main
Woodruff, UT 84086
E-mail: woodruff@allwest.net
Description of Role: I am the Woodruff Town Clerk and have been appointed as the official records Officer.

Records Officer Certification
Initial Certification: 12/20/2016
Most Recent Certification: 06/10/2022
Certification Expires: 06/10/2023
Woods Cross (Utah)

Woods Cross City Hall, 1555 South 800 West, Woods Cross UT 84087
801-292-4421

Records Officer(s)

Elizabeth Redford
Records Officer
1555 South 800 West
Woods Cross, UT  84087
E-mail: eredford@woodscross.com
Records Officer Certification
Initial Certification: 04/01/2020
Most Recent Certification: 04/01/2020
Certification Expires: 04/01/2021
Records Officer's certification has expired.

Mrs. Annette S Hanson
Records Officer
Woods Cross City Hall
1555 South 800 West
Woods Cross, UT  84087
E-mail: ahanson@woodscross.com
Description of Role: City Recorder and Finance Clerk
Records Officer Certification
Initial Certification: 01/03/2019
Most Recent Certification: 12/15/2021
Certification Expires: 12/15/2022

Michelle Rowley
Woods Cross Police Department
1555 South 800 West
Woods Cross, UT  84087
E-mail: mrowley@woodscross.com
Records Officer Certification
Initial Certification: 02/07/2020
Most Recent Certification: 01/14/2022
Certification Expires: 01/14/2023

Woods Cross (Utah). Justice Court

1555 South 800 West, Woods Cross UT 84087
801-677-1001

Woods Cross (Utah). Police Department

1555 South 800 West, Woods Cross UT 84087
801-292-4422

Records Officer(s)

Michelle Rowley
Woods Cross Police Department
1555 South 800 West
Woods Cross, UT  84087
E-mail: mrowley@woodscross.com
Records Officer Certification
Initial Certification: 02/07/2020
Most Recent Certification: 01/14/2022
Certification Expires: 01/14/2023
Mrs. Annette S Hanson
Records Officer
Woods Cross City Hall
1555 South 800 West
Woods Cross, UT 84087
E-mail: ahanson@woodscross.com
Description of Role: City Recorder and Finance Clerk

Records Officer Certification
Initial Certification: 01/03/2019
Most Recent Certification: 12/15/2021
Certification Expires: 12/15/2022