

NON-LEGISLATIVE AUDIO FEED/RECORDING REQUEST

As provided in the "Legislative Management Committee Policy Governing Use of Committee Rooms in the House Building," under "Technical Assistance" Subsection (3)(b), there is a \$50 base charge for providing a recording or broadcast for any meeting held in the House Building.

Requestor Name:

Requestor Email:

Requestor Phone Number:

Date of Meeting:

Time of Meeting:

Approximate Length of Meeting:

Room Number:

Name of Meeting (for CD label):

Recording Requested? YES NO Broadcast Requested? YES NO

*****THE GROUP USING THE ROOM IS RESPONSIBLE FOR STARTING AND STOPPING THE RECORDING OF THE MEETING. RECORDING CONTROLS ARE LOCATED ON THE COMMITTEE TABLE CONTROL PANEL. INSTRUCTIONS FOR USE MAY BE FOUND AT <http://www.le.utah.gov/documents/roomrequest.htm>.*****

If a recording is requested, a CD will be created (RealAudio format) and the requestor will be contacted when the CD is available. The CD will be provided to the requestor as follows (select one):

Requestor will pick up from the Office of Legislative Research and General Counsel

The Office of Legislative Research and General Counsel will mail the CD to:

DISCLAIMER AS TO LIVE AUDIO FEED (Broadcast): The live audio feed will be made available via an Intranet link provided to the above email address. No recording of the live audio feed will be made unless requested. The Office of Legislative Research and General Counsel will use its best efforts to provide the live audio feed but assumes no responsibility for the quality or success of the live audio feed.

DISCLAIMER AS TO RECORDINGS: If a recording is made to CD, the sound file will be deleted from the legislative disk storage immediately after the CD is created. The CD may constitute a record under GRAMA (*Utah Code Ann.* Title 63, Chapter 2, Government Records Access and Management Act) and the requestor is responsible for complying with GRAMA and any retention rules. The Office of Legislative Research and General Counsel assumes no responsibility for maintaining the recording. The Office of Legislative Research and General Counsel will use its best efforts to record the live audio feed but assumes no responsibility for the quality of or successful recording to the CD.

By signing below, the requestor agrees to all the terms of this request.

Requestor's signature

December 14, 2007

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IAT Information:

Fund _____ Agency _____ Org _____ Approp _____