

JORDAN VALLEY WATER CONSERVANCY DISTRICT

REQUEST FOR RECORD

Jordan Valley Water Conservancy District (JVWCD) complies with the Government Records Access and Management Act (GRAMA) of the State of Utah. JVWCD's policy is to make those of its records which are "public" under GRAMA available for inspection or copying upon an appropriate request.

Send all requests to the attention of Reid Lewis. Requests may be faxed to 801-565-4399, emailed to grama@jvwcd.org, or mailed to 8215 South 1300 West, West Jordan, UT 84088.

Requestor's Name: _____
Please Print Clearly

Mailing Address: Street: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: _____

PLEASE PROVIDE A REASONABLY SPECIFIC DESCRIPTION OF THE RECORD(S) REQUESTED:

PLEASE CHECK ONE OF THE FOLLOWING:

- I would like to view/inspect the requested record(s).
- I would like to receive a copy of the requested record(s).

JVWCD MAY CHARGE FEES AS ALLOWED BY LAW FOR PROVIDING THE REQUESTED RECORD(S), INCLUDING:

- (a) a reasonable fee to cover the actual cost of providing and duplicating the record(s);
- (b) the cost of staff time for search, retrieval, and other direct administrative costs for complying with the request; and,
- (c) the actual incremental cost of providing electronic services and products together with a reasonable portion of the costs associated with formatting or interfacing the information of particular users.

UNDER APPROPRIATE CIRCUMSTANCES, JVWCD MAY REQUIRE PRE-PAYMENT OF FEES BEFORE BEGINNING TO PROCESS THE REQUEST.

SIGNATURE OF PERSON MAKING REQUEST

DATE

(TO BE COMPLETED BY JVWCD)

DATE REQUEST RECEIVED: _____

SIGNATURE: _____

RECORDS MANAGER: _____