

GRAMA Request for Record(s)



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 District Records Manager. Requests may be emailed to grama@jvwcd.org, faxed to 801-565-4399, or mailed to 8215 South 1300 West, West Jordan, UT 84088.

Requester's Name: _____

Mailing Address: _____
Including city, state, and zip

Phone number: _____

Please provide a reasonably specific description of the record(s) requested: (Attach an additional sheet if necessary)

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

For office use only Date request received: _____ Signature: _____ Records Manager: _____
