

# 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 upon request.

In addition to electronic submission, requests may also be faxed or mailed to the District Records Specialist. Fax # 801-565-4399 Mailing Address: 8215 South 1300 West, West Jordan, UT 84088

Requester's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Including city, state, and zip

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please provide a reasonably specific description of the record(s) requested:

Please indicate which of the following formats you would prefer to have access to the record(s):

- ☐ 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