



CENTRAL UTAH WATER CONSERVANCY DISTRICT
355 WEST UNIVERSITY PARKWAY
OREM, UTAH 84058
801.226.7146 (phone) / mandy@cuwcd.com (e-mail)

PUBLIC¹GRAMA REQUEST FOR RECORDS

Description of records sought (be specific):

- I would like to inspect the records on site. *See attached Fee Schedule.*
- I would like to receive copies of the records, and I understand I may be required to **pay the costs in advance**. *See attached Fee Schedule.*
- I am the subject of the record, or I am the authorized representative of the subject of the record; therefore, I request waiver of the costs. *Attach information supporting this.*
- My legal rights are directly affected by the record and I am impoverished, therefore, I request waiver of the costs. *Attach information supporting this.*

NAME: _____

NAME OF BUSINESS: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

DAYTIME TELEPHONE NUMBER: _____ E-MAIL: _____

SIGNATURE: _____ DATE: _____

If you are a member of the media and require expedited response, attach information that shows your status as a member of the media and a statement that the records are required for a story for broadcast or publication; or other information that demonstrates that you are entitled to expedited response.

¹ Government Records Access and Management Act, UCA 63G-2-101



PUBLIC GRAMA REQUEST FOR RECORDS FEE SCHEDULE

Service	Fee
Inspection (viewing) of record(s) at the District's office by requesting person.	No Charge, except for any applicable charges described below.
Staff Time to search, retrieve, compile, format, manipulate, package, summarize or tailor the records into an organization or media to meet the request; and, other direct administrative costs.	There is no fee for the first 15 minutes of staff time. After the first 15 minutes, time will be charged at the hourly rate of the lowest paid employee who, in the discretion of the Records Officer, has the necessary skill and training to perform the request.
Computer Output	Actual incremental cost of providing a record that is a result of computer output.
Duplicating Fees	
Paper copies (up to 11"X17")	25¢ per page
Disks (CDs or DVDs)	\$5 per disk
Other forms	Actual Cost
Postage	Actual Cost
Miscellaneous Fees	Actual Cost

*The District may require payment of all past fees prior to processing a new request.

**The District may require payment in advance if fees for a request are expected to exceed \$50 or if the requester has had past fees due on previous requests.