



CENTRAL UTAH WATER CONSERVANCY DISTRICT
355 WEST UNIVERSITY PARKWAY
OREM, UTAH 84058
801.226.7146 (phone) / 801.226.7107 (Fax)

PUBLIC 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 will 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 (attach information supporting this); therefore, I request waiver of the costs.

My legal rights are directly affected by the record and I am impoverished (attach information supporting this), therefore, I request waiver of the costs.

NAME: _____

NAME OF BUSINESS: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

DAYTIME TELEPHONE NUMBER: _____ E-MAIL: _____

SIGNATURE: _____ DATE: _____

The District will respond to this records request within ten business days of its receipt.

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.

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FEE SCHEDULE

Service	Fee
1. Reviewing a record to determine whether it is subject to disclosure	No Charge -- unless records requested for inspection are voluminous and time-consuming to pull, then staff time will be charged at the rate described in #4 of this section.
2. Inspection (viewing) of record at the District's office by requesting person	No Charge -- unless records requested for inspection are voluminous and time-consuming to pull, then staff time will be charged at the rate described in #4 of this section.
3. Copying Fees Paper copies (up to 11"X17") Audio Tapes Disks (CDs or DVDs) Other forms	25¢ per page \$20 per tape \$5 per disk Actual Cost
4. Staff Time for searching, copying, compiling, or redacting a record; or, other services for staff time rendered.	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. This is in addition to any copying fees that may apply above.
5. Postage	Actual Cost
6. Miscellaneous Fees	Actual Cost