

06/2017

**BEAR RIVER WATER CONSERVANCY DISTRICT  
UTAH GOVERNMENT RECORDS REQUEST FORM**

TO: Bear River Water Conservancy District  
102 West Forest Street  
Brigham City, Utah 84302

DATE SUBMITTED: \_\_\_\_\_

Information from the Bear River Water Conservancy District (BRWCD) is available under the provisions of the Utah Government Records Access Management Act (GRAMA). To initiate a request for information, this form must be completed and signed. If you require BRWCD to answer your request, a fee may be charged in accordance with the fee schedule (described below). This form must be completed even if it is anticipated that no fee will be charged for BRWCD services. By signing this document, you acknowledge you have read the disclaimer in the instructions and agree to payment of all assessed fees.

**DESCRIPTION OF RECORDS SOUGHT (RECORDS MUST BE DESCRIBED WITH REASONABLE SPECIFICITY):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check all boxes that apply:**

- I would like to inspect (view) the records
- I would like to receive a copy of the records. I understand that I may be responsible for fees associated with copying charges or research charges as permitted by UCA 63G-2-203. I authorized costs of up to \$\_\_\_\_\_

UCA 63G-2-203(4) encourages agencies to fulfill a records request without charge. Based on UCA 63G-2-203(4): (Check applicable box and attach information supporting your request for waiver of fees.)

- I am requesting a waiver of fees because:
  - Releasing the record primarily benefits the public rather than a person. Please explain:

\_\_\_\_\_  
\_\_\_\_\_

- I am the subject of the record
- I am the authorized representative of the subject of the record.
- My legal rights are directly affected by the record and I am impoverished.

- Requested records are not public, I am entitled to access because:
  - I am the subject of the record.
  - I am the person who provided the information.
  - I am authorized to have access by the subject of the record or by the person who submitted the information. (Documentation required by UCA 63G-2-202 is attached)
- I am requesting expedited response as permitted by UCA 63G-2-204(3)(b). (Please attach information that demonstrates you are entitled to an expedited response.)

Requestor's Name	Mailing Address:
Daytime Telephone Number:	Signature:

**BRWCD Utah Government Records Request Form  
INSTRUCTIONS**

**1) INFORMATION ON FEES**

The following fees will apply:

- \* Copying           25 cents per copy after first 10 copies
- \* Investigation by staff engineers or scientists  
                          There is no charge for an investigation which takes 15 minutes or less.  
                          Investigations taking over 15 minutes are \$100.00/hr. This hourly rate goes into effect when the investigation commences.
- \* Database Searches  
                          There is no charge for an investigation which takes 15 minutes or less.  
                          Investigations taking over 15 minutes are \$50/hr. This hourly rate goes into effect when the investigation commences.

**2) DISCLAIMERS**

Data maintained by the Bear River Water Conservancy District comes from numerous different sources. Some of the data may not have been updated for many years; some data may not be complete; some data may be inaccurate. Providing this data does not imply any accuracy or completeness. Please be prepared to verify data, as needed. Bear River Water Conservancy District provides no warranty nor accepts any responsibility or liability for any inaccurate or incomplete data. Note also that this data is sensitive for security purposes.

3)       Please check all applicable boxes and attach all supporting documentation.

**4) REQUESTOR SIGNATURE**

Please sign where appropriate.

**5) MAILING INSTRUCTIONS:**

If you need to mail this completed form to BRWCD, please use the following address:

Cassee Harper  
Bear River Water Conservancy District  
102 West Forest Street  
Brigham City, UT 84302

**6) EMAILING INSTRUCTIONS:**

Email the completed form to [casseeh@brwcd.com](mailto:casseeh@brwcd.com)

**7) PAYMENT INSTRUCTIONS**

Payment is due upon receipt of documents or information unless waived. Please make checks payable to the Bear River Water Conservancy District. Payment can be mailed to the above address.