

MEMORANDUM

TO: SRBA Staff

FROM: Dave Tuthill

DATE: June 30, 2004

RE: Document Repository Requirements Adjudication Memo No. 52

According to SRBA Administrative Order No. 1 (AO1), IDWR's regional offices are required to serve as record repositories for the SRBA. AO1 provides that IDWR's regional offices maintain copies of objections, responses and supporting documents for all water rights reported in that region. The documents are to be available for inspection and copying during normal business hours.

With the advent of the Internet and electronic filing systems, this information is much more accessible to the public. When a member of the public visits a regional office to view historic records or files, the information can often be reproduced from our electronic document management system.

Each regional office may use the option of storing paper copies of their files in records warehouses, thus freeing office space for other needs. Electronic copies of the stored information will be kept and made available at the regional offices.

If a party to the SRBA needs historic information that is not readily available in the regional office, Danni Smith is a primary contact for providing assistance in securing the information.