

Grand Water & Sewer Service Agency  
3025 E. Spanish Trail Road  
Moab, Utah 84532  
Phone (435) 259-8121 Fax (435) 259-8122

**Written Request for Access to Agency Records**

Requesters Information (please print)

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
(include city, state, zip) \_\_\_\_\_  
Daytime Phone \_\_\_\_\_

Requesters Description of Records that identify the record with reasonable specificity:

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

Requesters Signature \_\_\_\_\_

If you would like to review records at the Agency office - please circle a time and day:

Monday	10:00 am – 11:00 am	or	2:00 pm – 3:00 pm
Tuesday	10:00 am – 11:00 am	or	2:00 pm – 3:00 pm
Wednesday	10:00 am – 11:00 am	or	2:00 pm – 3:00 pm
Thursday	10:00 am – 11:00 am	or	2:00 pm – 3:00 pm
Friday	10:00 am – 11:00 am	or	2:00 pm – 3:00 pm

If these choices are unavailable to you, please notify the Records Officer and she will work with your schedule on an individual basis.

.....  
Requester Access is    approved    denied

Records Officer's Signature: \_\_\_\_\_  
Date \_\_\_\_\_

Requester was notified on: \_\_\_\_\_

If denied, a Notice of Denial will be sent to the requester at the address listed above, and a copy will be filed with this document request.

A Notice of Appeal is available upon request.