

GRAMA – Records Request Form



Metropolitan Water District of Salt Lake & Sandy

3430 East Danish Road, Cottonwood Heights, UT 84093
Phone: 801-942-1391 Fax: 801-942-3674

TO: General Manager

DESCRIPTION of record(s) sought (must be described with reasonable specificity):

- 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 authorize costs up to \$_____
- I would like to receive a copy of the records and request a waiver of copy fees pursuant to UCA 63G-2-203(4). I am requesting a waiver of copy costs 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. (Please attach information supporting your request for a waiver of the fees.)

If the requested records are not public, please explain why you believe you are entitled to access:

- 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.
- Other. Please explain: _____
- I am requesting an expedited response as permitted by UCA 63G-2-204(3)(b). Please attach documentation that indicates your status as a member of the media with a statement that the records are required for a story for broadcast or publication; or other information that demonstrates you are entitled to an expedited response.

Requestor's Name: _____

Mailing Address: _____

Daytime phone number where requester can be reached: _____

Signature: _____ Date: _____