HEADWATERS GROUNDWATER CONSERVATION DISTRICT

125 Lehmann Dr. Ste 102
Kerrville, Texas 78028
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Bus. (830) 896-4110 Fax (830) 257-3201 E-mail hgcd@hgcd.org

REQUEST FOR PUBLIC INFORMATION

REF: TEXAS GOVERNMENT CODE, CHAPTER 552, OPEN RECORDS

I request the following public information under the Open Records Act as defined by §552.301(a) of the TX Government Code, Chapter 552. ***NOTE: BE VERY SPECIFIC IN WHAT YOU ARE REQUESTING.***

1. _____

2. _____

3. _____

Format in which requested information should be supplied: _____

The undersigned will bear all applicable costs related to providing the information received in accordance with §552.261 of the Open Records Act.

_____ _____
Signature Telephone Number

_____ _____
Printed Name Mailing Address

_____ _____
Date of Request City, State Zip

Requested information received on _____ , 200 ____ _____
Signature

DO NOT WRITE IN THE BOX BELOW – THIS SECTION FOR DISTRICT USE ONLY

APPLICABLE COST:			Comments:
Staff Research Time:	____ hrs @ $15/hr	_____	
Copy Charges:	_____ @ $0.10/ea	_____	
Postage:	_____	_____	
Other Charges (list):	_____	_____	
		_____	
		_____	
		_____	
Total Charges:			

Jshared/forms