

PUBLIC INFORMATION REQUEST FORM

For public information requests, please complete this form and mail, hand deliver, fax or email to: CCGCD, PO Box 667, 910 Milam Street, Columbus, TX 78934, Fax: 979-732-9301 or Email: kim@cgcg.net.

Requestor: _____ Date of Request: _____
Street Address: _____ City/Zip Code: _____
Phone Number: _____ Email Address: _____

DESCRIPTION OF DATA REQUESTED

Pursuant to the Texas Public Information Act, Chapter 552, I hereby request the following information currently existing in the records of Colorado County. *Please make your request as clear and specific as possible. For example: Specific correspondence, reports, board meeting proceedings or other documents, along with the approximate dates of these records. Also, please indicate the format desired for the information you are requesting.*

Charges for Services:

Standard Size Black Ink Copies (8.5x11): \$ 0.10 per page
Standard Size Color Ink Copies (8.5x11): \$0.25 per page
Non-Rewritable CD: \$ 1.00 per CD
Locating & Reproducing Information: \$15.00 per hour (labor for locating, compiling and reproducing)
Posting & Shipping: Actual Cost
Miscellaneous supplies and other costs: Actual Cost
Outsourced/Contracted Services: Actual Cost

PICK UP I will pick up the information I've requested. Please call me or notify me by email when the documents are ready.

MAIL Please call me or notify me by email to inform me of all costs. Mail the information to me at the address listed above once you have received my payment for these charges.

NO COPIES / IN-PERSON REVIEW I do not want copies but wish to inspect the originals of the requested information. Please call me at the telephone number listed above or contact me by email to schedule a time when records will be available for viewing.

In making this request, I understand that Colorado County Groundwater Conservation District is under no obligation to create a document that does not already exist or to comply with a standing request for information. Each request requires a new request form. Colorado County Groundwater Conservation District will provide the requested information as expediently as possible. Please allow ten business days. If your request will take longer than 10 days, you will be notified by mail.

Signature of Requestor

FOR CCGCD OFFICE USE ONLY

Date Received: _____ Received by: _____

Itemized Charges:

\$ _____	Postage/Shipping
\$ _____	Copy Charge
\$ _____	Labor Charge
\$ _____	Miscellaneous Charge
\$ _____	Outsourced Service
\$ _____	Total Charges