

# Santa Rita Underground Water

## Conservation District

### OPEN RECORDS REQUEST FORM

\*Items with an asterisk are required

\*Requester Full Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Requestor must provide a means of contact for delivery of information and any needed clarification of the request.

\*Preferred Method of Communication:

- E-mail
- Phone
- Mailing Address

Email Address: \_\_\_\_\_

Primary Telephone Number: \_\_\_\_\_

Cellular Telephone Number: \_\_\_\_\_

Mailing Address (If hard copies are requested. Hard copies subject to cost recovery.): \_\_\_\_\_

Fax Number: \_\_\_\_\_

\*Detailed Description of Your Request:

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\*Requester Signature: \_\_\_\_\_

\*NOTE: Certain exceptions of disclosure of public information exist under the Texas Public Information Act to protect against disclosure of confidential or privileged information. If it appears that an exception to disclosure exists, the requestor will be notified of such in writing. Also note that ONLY the information requested will be sent.

Submit this request to JJ Weatherby, District Manager

Phone: 325-884-2893 or 325-277-3493

Email: [srwcdist@verizon.net](mailto:srwcdist@verizon.net)

Fax: 325-884-2445

**Santa Rita UWCD shall finish a request for information within 72 hours (with exclusion of weekends & holidays). In some cases, when SRUWCD cannot finish the request, we will contact the requestor. Please print legibly.**

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### Office Use Only

Date Received: \_\_\_\_\_

Records Available: YES NO (Circle One)

Reason for Non-Availability: \_\_\_\_\_

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Date of completion: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Follow up needed: YES NO Follow up date: \_\_\_\_\_