

Headwaters Groundwater Conservation District

125 Lehmann Dr. Ste 202
Kerrville, Texas 78028
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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 submitted: _____

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
Printed Name	Mailing Address
Date of Request	City, State Zip

Requested information received on _____, 20____

HGCD Employee Signature

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

APPLICABLE COST: Staff Research Time: _____ hrs @\$15/hr _____ Copy Charges: _____ @ \$0.10/ea. _____ Postage: _____ Other Charges (list): _____ _____ _____ <p style="text-align: right;"><i>Total Charges:</i> _____</p>	Comments: _____ _____ _____ _____ _____
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