**Crockett County Groundwater Conservation District**

PO Box 1458 Ozona, Texas 76943

Phone: (325) 392-5156 Fax: (325) 392-3135

Email: euwcd@verizon.net

Completed requests can be mailed, faxed, emailed, or hand delivered to

 1102 Ave I, Ozona, Texas 76943

Open Records Request Form

Fill out the Open Records Request form below to request public information.

CCGCD accepts Open Records Requests in any legible format; this form is intended to be a guide to help expedite requests. Open Records Requests (ORR) aka Public Information Act (PIA) requests should contain the following information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_\_\_\_Zip code:\_\_\_\_\_\_\_\_

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Information Requested:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Signature of Requestor Signature of CCGCD Approval Date

Charges for Services:

For CCGCD Use:

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

Date of Response \_\_\_\_\_\_\_\_\_\_

 \*attach proof of receipt

Total Charges $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$ .10¢ Copy paper/black ink (8.5x11, 8.5x14) / each side

$ .25¢ Copy paper/color ink (8.5x11, 8.5x14) / each side

$1.00 CD, DVD

$ .50¢ Oversized copy/ black & white/ each side

$1.00 Oversized copy/ color/ each side

$15.00 /hour Labor for locating, compiling, and reproducing

\* Postage and shipping charge: Actual Cost

\* Miscellaneous supplies and other costs: Actual Cost

\* Outsourced/Contracted Services: Actual Cost

For CCGCD office use in determining charges:

$ \_\_\_\_\_ Postage/Shipping: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$ \_\_\_\_\_ Copy charge: \_\_\_\_ pages x $ \_\_\_\_\_ = $\_\_\_\_\_\_\_\_.

$ \_\_\_\_\_ Labor Charge: $15 x \_\_\_\_\_\_\_ hours = $ \_\_\_\_\_\_\_.

$ \_\_\_\_\_ Miscellaneous : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$ \_\_\_\_\_ Outsourced services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$ \_\_\_\_\_ Total Charges

The Texas Administrative Code §111.67(a) requires that a governmental body provide a requestor with an itemized statement of estimated charges if charges for public information will exceed $40.00.