

## REQUEST FOR RECORDS OF THE GONZALES COUNTY UNDERGROUND WATER CONSERVATION DISTRICT

Under the provisions of the TEXAS OPEN RECORDS ACT, TEX. REV. CIV. STAT. ANN., Art 6252-17a, Recodified under Government Code Chapter 552. (Check One):

I request that I be furnished copies of the following GCUWCD records. I understand that there will be a charge for this service. I further understand that the charges must be paid by the requester before the records are released. All charges are non-refundable.

I request to see the following GCUWCD records. I understand that there may be a non-refundable research charge for locating these records. I further understand that that any quotes or estimates for research charges are subject to change and the final research will be based upon actual time accrued by GCUWCD staff in compiling the requested records. I further understand that a deposit must be prepaid by the requester before the documents are made available for inspection. I further understand that I am NOT allowed to remove, alter, tamper with, or deface any of the materials produced by GCUWCD for my inspection. I further understand that there will be an additional charge per copy of any record(s) reproduced, and time incurred by GCUWCD staff in reproducing the copies.

**Description of Records** (give sufficient detail to identify accurately):

(Attach additional sheets if necessary to describe requested records.)

**Name of Requester:**

**Mailing Address:**

**Phone No.:**

**Fax No.:**

(Signature required **after** receiving cost estimate from District)

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

-----**DISTRICT USE ONLY**-----

**Research and Reproduction Fees** (All items will be copied page for page, unless requested on a nonstandard-size paper copy, in which some exceptions may apply. Any and all research will be pro-rated, if less than even time.)

	<b>Estimated Cost</b>	<b>Actual Cost</b>
Research of requested records:	\$25.00/ hour	
Standard –size paper copy:	\$1.00 1 <sup>st</sup> page & \$0.25 each additional	
Nonstandard-size paper copy:	\$1.50 1 <sup>st</sup> page & \$0.50 each additional	
Postage and shipping charges:	\$1.00 #10 env. & \$5.00 nonstandard env.	
E-mail Copies:	\$2.00 per file	
Fax Copies:	\$1.50 per page	
Certified Copies:	\$1.00 per page	
District Management Plan & Rules:	\$5.00 for non-residents of the District	
Other		
	<b>Total \$ 0.00</b>	<b>Total \$</b>

**Deposit Fee** (for research of requested records): \$

**GCUWCD Representative Preparing Cost Estimate: LM**

**Date:**

**GCUWCD Supervisor Authorizing/Denying Release of Information: GS**

**Date:**

**GCUWCD Representative Furnishing Copies: LM**

**Date:**