

FAYETTE WATER SUPPLY CORPORATION OPEN RECORDS REQUEST

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the Fayette Water Supply Corporation (FWSC), Texas:

List information as specifically as possible, including name and dates. Attach a separate sheet to this form if necessary.

___ I wish a copy of the requested information. I understand that I must pay ten cents per page for standard size paper copies. Information copied onto nonstandard-size paper, cassette tapes or computer disks and photographs will require additional charges.

___ I will pick up the copies. Please call me at _____ when they are ready.

___ Please bill me and mail the copies (after payment is made) to _____. I understand that postage and shipping will be added to the charge for copies.

___ I do not want copies, but wish to inspect the originals of the requested information. Please call me at _____ to schedule a time when the records will be available for viewing.

In making this request I understand that **Fayette Water Supply Corporation is under no obligation to create a document** to satisfy my request or to comply with a standing request for information. I further understand that the information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to a release. I further understand that FWSC has 10 business days in which to request such a determination.

_____	_____
Date	Requester's signature
_____	_____
Requester's Address	Requester's printed name
_____	_____
Requester's Phone Number	Requester's email address

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**FWSC USE ONLY**

Date received \_\_\_\_\_ Employee receiving information \_\_\_\_\_

Date forwarded to Legal, if applicable \_\_\_\_\_ Date released \_\_\_\_\_

Employee releasing information \_\_\_\_\_

Miscellaneous comments/instructions \_\_\_\_\_

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