

BREWSTER COUNTY
GROUNDWATER CONSERVATION DISTRICT
Open Records Request Form

Complete the Open Records Request form below to request public information. Brewster County Groundwater Conservation District accepts written Open Records Requests in any legible format; this form is intended to be a guide to help expedite requests. Please note that all persons requesting public information have the responsibility to:

- Submit a written request according to BCGWCD's reasonable procedure
- Include accurate detail and description so the BCGWCD can efficiently locate requested items
- Cooperate with the BCGWCD's reasonable request to clarify the type or amount of information requested
- Respond promptly in writing to all written communications from the BCGWCD
- Keep all appointments for inspection of records or for pick-up of copies

Please note that there may be charges assessed depending on the type of request. In accordance with the Texas Public Information Act, the District will provide you with a written estimate of charges before undertaking any work on your request if the amount is over \$40. Call 432-386-3437 for questions about this form or requests for public information.

Please mail completed form to:
Brewster County Groundwater Conservation
P.O. Box 465
Alpine, TX 79831

Or e-mail your request to bcgwcd@gmail.com

Please input your information below. Required fields are marked with an asterisk(*).

* Name _____

Company/Organization _____

* Mailing Address _____

* City _____ * State _____ * ZIP Code _____

* E-Mail Address _____ (E-Mail is the preferred form of communication)

* Phone Number _____ Fax Number _____

***Please state your document request below (attach additional pages if necessary):**

***Please indicate the format that you would like to receive the documents requested (e.g., by email (preferred), mail, inspect the records at the District office, etc...):**
