



PUBLIC RECORDS REQUEST

Legal Use:

Received Stamp

GCR Number: _____

The Bexar Metropolitan Water District is pleased to comply with your request for information. We do, however, require you to complete the following information as it applies to you and ask that you be very specific in your request.

Name: _____

Company: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

What is your specific information request? Be very detailed.

Preferred format: Electronic (if available) Paper

Preferred delivery: Pick Up U.S. Postal Email Fax

I understand that there is a charge of \$.10 per page for standard paper copies and \$.50 per page for non-standard paper copies, plus any applicable charges for providing information as outlined in Title 1, Part 3, Chapter 70 of the Texas Administrative Code. If the estimated charges are more than \$40 the District will contact me prior to the completion of my request.

Signature _____ Date _____

Office Use Only:

Routed to: _____ on _____

Completed by: _____ on _____

Amount Due: _____ Records Destruction Date: _____