



# Open Records Request Form

Fill out the Open Records Request form below to request public information. Mesquite Groundwater Conservation District accepts Open Records Requests in any written and legible format; this form is intended to be a guide to help expedite requests.

\*Make a copy of the form for your records. Call 844-445-2800 for questions about the form.

Please **Mail** or **Hand-Deliver** completed form to:

Mesquite Groundwater Conservation District  
Attn: Public Information Officer  
802 9<sup>th</sup> Street  
Wellington, Texas 79095

Or **E-mail** your request to [manager@mesquitegcd.org](mailto:manager@mesquitegcd.org)

Open Records Requests aka Public Information Act requests should contain the following information:

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

\* Name \_\_\_\_\_

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

Type of Requestor \_\_\_\_\_

\* Mailing Address \_\_\_\_\_

\* City \_\_\_\_\_ \* State \_\_\_\_\_ \*ZIP Code \_\_\_\_\_

\* E-Mail Address \_\_\_\_\_

\* Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Please describe the information you are requesting. The more complete the description, the more likely it is that the District will be able to perform a more comprehensive record search:

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All District records are available for public view unless one of the exceptions to disclosure listed in the Public Information Act applies. Government Code Chapter 552 - Public Information, lists the exceptions. Some types of information that may be kept confidential include:

- Private, personal information such as certain financial or medical information;
- Certain law enforcement information, which may include the identity of informers;
- Complainant's identity;
- Some information related to ongoing litigation;
- Proprietary information submitted by regulated entities;
- Attorney-client (privileged).

**Are you requesting any and all documents including those that may meet an exception from disclosure under the Public Information Act (PIA)?**

Only publicly available documents

Any and all documents (including confidential information)

(NOTE: 'Any and all documents' option may require additional time and/or an Attorney General ruling.)

**Are you requesting copies or do you desire to only view the original documents?**

Copies

View Only (excluding confidential information in the absence of an Attorney General ruling to the contrary)

The District is authorized to collect ten cents per page for each page produced to answer a request for public information for the purposes of recovering its expenses to duplicate information. For large requests where the total fee will exceed forty dollars, the District is authorized to collect additional costs associated with the cost of staff time to produce the information and we will provide you with a cost estimate as required by Section 552.2615 of the Texas Government Code.

I accept the fees associated with this request not to exceed the amount of \$\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The District will strive to provide public information as soon as possible and in no case will exceed ten days as stipulated in Section 552 of the Texas Government Code unless an Attorney General ruling is required or a request is so large that it cannot be completed within the specified timeframe. In such cases, the District will provide the requestor the date and time that the information will be provided.