

Middle Pecos Groundwater Conservation District

P. O. Box 1644 Fort Stockton, TX 79735

Phone: 432-336-0698

e-mail: mpgcd@mpgcd.org fax: 432-336-3407

Completed requests can be mailed, faxed, emailed,
or hand delivery to 405 North Spring Drive Fort Stockton, TX 79735

Open Records Request Form

Fill out the Open Records Request form below to request public information. MPGCD accepts Open Records Requests in any legible format; this form is intended to be a guide to help expedite requests. Open Records Requests (ORR) aka Public Information Act (PIA) requests should contain the following information:

Name: _____ Date of Request: _____

Company/Organization: _____

Mailing Address: _____

City _____ State _____ Zip code _____

E-Mail Address: _____

Phone Number: _____ Fax Number: _____

Information requested:

Signature of Requestor

Signature of MPGCD Approval

Date

Charges for services:

\$.10¢ Copy Paper/Black Ink (8.5 X 11, 8.5 X 14)/Each side

\$.25¢ Copy Paper/Color Ink (8.5 X 11, 8.5 X 14)/Each side

\$ 1.00 CD, DVD

\$.50¢ Oversized Copy/Black & White/Each side

\$ 1.00 Oversized Copy/Color/Each side

\$15.00/Hour Labor for locating, compiling, and reproducing

* Postage and shipping charge: Actual Cost

* Miscellaneous supplies and other costs: Actual Cost

* Outsourced/Contracted Services: Actual Cost

For MPGCD use:

Date Received _____

Date of Response: _____

*Attach proof of receipt.

Total Charges _____

For MPGCD office use in determining charges:

\$ _____ Postage/Shipping: _____

\$ _____ Copy charge: _____ pages x \$ _____ = \$ _____. _____ pages x \$ _____ = \$ _____.
\$ _____ Labor Charge: \$15 X _____ hours = \$ _____

\$ _____ Miscellaneous: _____

\$ _____ Outsourced Service: _____

\$ _____ Total Charges _____

The Texas Administrative Code §111.67(a) requires that a governmental body provide a requestor with an itemized statement of estimated charges if charges for public information will exceed \$40.