



WEST-CENTRAL-TEXAS-MUNICIPAL-WATER-DISTRICT  
410 Hickory St, Abilene, TX 79601, Phone 325.673.8254, Fax 325.673.8272, www.wctmwd.org

## **Open Records Request**

The Texas Public Information Act, formerly known as the Open Records Act, gives you the right to inspect or copy government records, including those of the West Central Texas Municipal Water District.

### **Obtaining Information**

You may receive information from the Water District in a number of ways:

1. You may visit the District Office in Abilene to inspect the records at no charge to you. Arranging your visit in advance will save you time by allowing District Staff to compile information and have it waiting for you when you arrive.
2. You may fax a request form to 325-673-8272 to the attention of the Records Management Officer. A clear, specific request is recommended.
3. You may email a request form to the Records Management Officer.
4. You may mail a request form to the West Central Texas Municipal Water District, PO Box 2362, Abilene, TX 79604; Attention Records Management Officer.

Once your request is received, the District will respond to you within 10 business days. If the requested information cannot be provided within that time period, the District will contact you to confirm and give you an estimated date on when it can be provided.

### **Exceptions to the Texas Public Information Act**

Although most government information is available to the public, there are some circumstances in which information is confidential by law or includes information for which an exception has been sought. If this is the case or if the District questions the ability to disclose the information, the District may request an Attorney General's opinion on the legality of releasing the requested information. The request to the Attorney General's Office must take place within 10 business days from the date the request was received.

### **Cost of Open Records Requests**

Beginning on September 1, 2007, House Bill 2564 took effect in the State of Texas. The bill gives governmental bodies the authority to charge a fee for the time and materials needed to complete the information request.

The District will charge \$0.25 per black and white copy and \$0.35 per color copy for each document requested. The cost includes personnel time, materials, and overhead costs. Charges are established based on the guidelines prescribed by the Attorney General under Sections 552.262(a) and (b).

More information on the Public Information Act, including the 2016 Public Information Handbook, can be found at the Office of the Attorney General website at <http://www.oag.state.tx.us/>.



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**Open Records Request Form**

**Please fill out this form entirely and return it:**

In Person:  
410 Hickory  
Abilene, TX

By Mail:  
PO Box 2362  
Abilene, TX 79604

By Email:  
call for email address

By Fax:  
325-673-8272

**Requestor Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Other Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Agency Request**

- West Central Texas Municipal Water District

**Retrieval Type (Check one choice below)**

- I am requesting information only
- I am requesting to view documents
  - I do not want copies, but wish to inspect the originals of the requested information.
  - I understand that I may need to make an appointment to schedule a time for inspection.
  - I reserve the right to request copies after inspecting originals and understand that I must fill out an additional Records Request Form and copies may not be available immediately.
- I am requesting copies of documents (please check one choice below)
  - I will pick up copies when I am notified that they are ready to be picked up
  - Please send copies to the above address

**Information Request**

Provide detailed information about what types of information and/or documents you wish to receive:

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