

# EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT

P.O. Box 309 Mabank, TX 75147 903.887.7103 FAX.887.4299

## PUBLIC INFORMATION REQUEST

Date Received Request: \_\_\_\_\_ Time of Request: \_\_\_\_\_

Name/Company of Requestor \_\_\_\_\_  
Address, City, ST, Zip \_\_\_\_\_  
Phone# \_\_\_\_\_

Description of Public Record(s) being requested: (Attach additional information if needed)

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I understand I am responsible for any applicable charges as a result of this open records request.

\_\_\_\_\_  
Signature

### Public Information Availability (for office use only)

The records are  being used;  in storage and are not immediately available for inspection. You will be notified when records are available.

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_

Date submitted to responsible party of records: \_\_\_\_\_

Action by responsible party of records: \_\_\_\_\_

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Date Estimate/Response is due to requestor : \_\_\_\_\_ (Due by 10 bus. days)

Date Estimate/Response was delivered by \_\_\_\_\_

Mail  Person  Other \_\_\_\_\_

Date requestor has to accept and pay charges or request is voided. (10 days) \_\_\_\_\_

Was a letter sent to the Office of Attorney General to ask for a ruling?  Yes  No

Note: If so, the information in question must be sent to OAG.

Date information was sent to OAG: \_\_\_\_\_

Description of information asking for a ruling on:

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The OAG has 45 days to make a ruling once they receive the information.

Estimated date is: \_\_\_\_\_