

Public Information Request Form

All requests must be in writing and directed to:

Public Information, Denton County Fresh Water Supply District 1-A
2540 King Arthur Blvd., Suite 220
Lewisville, Texas, 75056
Fax: 972-899-9336
Email: customerservice@dentoncountyfwsd.com

All Denton County Fresh Water Supply District 1-A 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) information.

Are you requesting any and all documents including those that may meet an exception from disclosure under the Public Information Act (PIA)? No, only publicly available documents. Yes, any and all documents (including confidential information). NOTE: "Yes, any and all documents" option may require a ruling from the Office of the Attorney General.

Do you need the documents certified? No Yes (additional fees apply)

Section 552.221 of the Government Code states (a) An officer for public information of a governmental body shall promptly produce public information for inspection, duplication, or both on application by any person to the officer. In this subsection, "promptly" means as soon as possible under the circumstances, that is, within a reasonable time, without delay. (d) If an officer for public information cannot produce public information for inspection or duplication within 10 business days after the date the information is requested under Subsection (a), the officer shall certify that fact in writing to the requestor and set a date and hour within a reasonable time when the information will be available for inspection or duplication.

Section 552.261 of the Government Code allows a governmental body to charge a requestor for labor and overhead (in addition to the cost for documents) if the request is for 50 or more copies of paper records, or if the requested information is located in two or more separate buildings or in a separate storage facility.

If it appears that charges for copies, labor, material, certifications, and/or postage are to be assessed, you will be notified of the estimated amount and requested to agree to payment of those charges before the material is produced or made available.

Requestor's Name: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: _____
Email Address: _____

DETAILED Description of information sought:

(Check One)

- I request paper copies Other (explain): _____
 I request digital copies (when available) *I request only to view (by appointment) at District office

*You will be notified as soon as the requested information is made available. Requested information will be available for your review, pursuant to your request, for 10 "business" days after the initial notification date, in accordance with Government Code, Sec. 552.225, as amended. After 10 business days have passed from the initial notification date, if the requestor does not file a written request for additional time, under subsection (b) of 552.225, the requestor is considered to have withdrawn the request.

Requestor Signature

Date