



# TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT 17

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## REQUEST FOR PUBLIC INFORMATION

NAME\*: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ EMAIL\*: \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

In accordance with the provisions of the Public Information Act, **I hereby request copies**  , **or**  
**I hereby request to view**  **the following records (Please be specific):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** The Texas Public Information Act does not require this office to do general research, so please be very specific in your request. Due to time constraints and the routine day-to-day functions of our office, we may be unable to produce the record you have requested immediately due to the volume or location of the requested documents. If such is the case, you will be notified in writing of the time you may pick up your documentation and the cost for reproducing this information as promptly as possible. Occasionally, a requested item may not be considered a matter of public record. In these instances, we will seek the advice of the Texas Attorney General to withhold the document(s) from disclosure, and will notify you of any delay in processing your request according to the Texas Public Information Act. For further assistance, call 512-266-1111, extension 113.

**Please note that your request may result in certain costs as allowed by the Texas Public Information Act and Attorney General regulations.**

**INTERNAL USE ONLY**

Date of Receipt: \_\_\_\_\_ Received by Staff Member: \_\_\_\_\_ Release Date: \_\_\_\_\_

Attorney General Opinion requested:  Yes  No The documents requested: **are attached**  \_\_\_\_\_ **do not exist** .

(# of pages)

Redacted copies:  Yes  No Billable:  Yes  No Estimate Letter:  Yes  No Amount: \_\_\_\_\_ Fee Paid:  Yes  No

STAFF NOTES / ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_