

LOWER TRINITY GROUNDWATER CONSERVATION DISTRICT

REQUESTOR ACKNOWLEDGMENT AND PROCESSING INFORMATION

The Lower Trinity Groundwater Conservation District processes requests for public information in accordance with the Texas Public Information Act (Texas Government Code, Chapter 552). To assist the District in accurately identifying the records requested and to reduce delays caused by unclear or overly broad requests, requestors are requested to complete the attached Office of the Texas Attorney General Public Information Request Form.

Processing of Requests

- The District may request clarification or narrowing of an unclear or overly broad request.
- The District may provide a written itemized estimate of anticipated charges before processing continues.
- A deposit or prepayment may be required when authorized by Chapter 552 of the Texas Government Code.
- Confidential information will be withheld or redacted as required by law.
- Large or complex requests involving multiple years of records, archived records, electronic records, financial records, or records requiring legal review or redaction may require additional time to evaluate, retrieve, review, compile, and produce.
- Upon completion of the District's evaluation and receipt of any required deposit or prepayment, the District will provide an anticipated production schedule.

Potential Charges

Charges are governed by Texas Government Code Chapter 552 and the Office of the Attorney General Cost Rules (1 Texas Administrative Code, Chapter 70). Depending upon the request, allowable charges may include:

- Labor: \$15.00 per hour
- Overhead: 20% of labor charges
- Programming or data manipulation (when applicable)
- Standard paper copies: \$0.10 per page
- Electronic media (actual cost)
- Postage or shipping (actual cost)
- Outside vendor or third-party retrieval, duplication, scanning, programming, or other authorized services (actual cost)
- Other charges specifically authorized by Texas law

If the estimated cost of responding to a request exceeds \$50.00, the District will provide a written itemized estimate of anticipated charges. The estimate may include labor, overhead, copies, programming or data manipulation, electronic media, postage or shipping, outside vendor services, and other charges authorized by law. Where authorized by Chapter 552 of the Texas Government Code, processing will not begin until any required deposit or prepayment has been received. The requestor may accept the estimate, modify or narrow the request, or withdraw the request before work begins.

Additional Information

Texas Public Information Act (Chapter 552):

<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.552.htm>

Public Information Charges:

<https://www.texasattorneygeneral.gov/open-government/governmental-bodies/charges-public-information>

Requestor Acknowledgment

I acknowledge receipt of this notice and understand that:

- ☐ Applicable charges may be assessed.
- ☐ A written cost estimate may be provided.
- ☐ A deposit or prepayment may be required before work begins.
- ☐ The District may contact me to clarify or narrow my request.
- ☐ I understand that production schedules for large or complex requests will be established after evaluation of the request and receipt of any required deposit or prepayment.

Requestor Contact Information

First Name: _____ Last Name: _____

Company/Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____ Phone Number: _____

Preferred Manner of Written Communication: _____

Description of the Information Requested: (Describe the information as precisely as you can.)

Date Range (optional): From _____ To _____

Redaction Preferences

Under the Public Information Act, some categories of information do not have to be released. Exceptions fall into mandatory and discretionary categories. Additional information is available from the Office of the Attorney General Open Government website.

- ☐ I agree to the redaction of information subject to mandatory exceptions, provided such redactions are clearly labeled.
- ☐ I agree to the redaction of information subject to discretionary exceptions, provided such redactions are clearly labeled.

Please Note: If the information requested is unclear or if a large amount of information is requested, you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information. Additional information regarding authorized charges is available under the Texas Public Information Act and the Office of the Attorney General's cost rules.

Signature: _____ Date: _____ Printed Name: _____