



EDWARDS AQUIFER
AUTHORITY

OPEN RECORDS REQUEST FORM

1-2.16

Requestor Name: _____

Company: _____

Address: _____

Telephone: _____

Work Home Mobile Work Home Mobile

(Please provide the best telephone number(s) for the Authority to reach you between the hours of 8:00 a.m. and 5:00 p.m. Central Time)

Fax: _____

E-mail: _____

Date of Request: _____

I hereby request the following under the PUBLIC INFORMATION ACT pursuant to TEXAS GOVERNMENT CODE Chapter 552:

Requestor Signature: _____

Submit this request to Nichelle Cunningham, Records Associate. The fax number is (210) 222-9869 or email to openrecords@edwardsaquifer.org.

--- Please let us know if you wish to receive your response in a special format or media. ---

NOTE: This form may be copied, however it should not be altered or modified from its existing content. Additionally, certain items requested may be excepted from disclosure under the law and the Authority may assess costs for providing copies of requested information. Please refer to rate schedule on page two.

THIS SECTION TO BE COMPLETED BY AUTHORITY PERSONNEL

Date Received: _____ Est. Completion Date: _____

Records Available YES NO (Check One)

Reason for Non-availability: _____

Other: _____

Individual Completing Records Request: _____

**EDWARDS AQUIFER AUTHORITY
INVOICE/STATEMENT**

Description of Information: _____	Date: _____
Contact: _____	Method of Payment:
Agency/Company: _____	Cash _____
Address: _____	Money Order _____
	Check _____
	Other _____
Work Phone: () _____	Fax No.: () _____
e-Mail Address: _____	Home Phone: () _____

	<u>Units</u>		<u>Total</u>
Standard-size Paper Copies (8-1/2x11, 8-1/2x14):			
• 50 pgs of readily available material	_____	@ \$0.10 /page	_____
• 50 pgs of not readily available material	_____	@ \$0.10 /page	_____
		(+ applicable charges)	
Nonstandard-size Copies:			
• Paper (11x17)	_____	@ \$0.50 /page	_____
• Diskette - 3.5" _____	_____	@ \$1.00 /ea.	_____
• Magnetic Tape - 4mm	_____	@ \$13.50 /ea.	_____
• Magnetic Tape - 8mm	_____	@ \$12.00 /ea.	_____
• VHS Video Cassette	_____	@ \$2.50 /ea.	_____
• Audio Cassette	_____	@ \$2.00 /ea.	_____
• CD	_____	@ \$1.25 /ea.	_____
• Other	_____	@ actual cost	\$ _____
GIS Map			
• 8.5"x11"	_____	@ \$1.00 cost	_____
• 11"x 17"	_____	@ \$4.84 cost	_____
• 17"x 22"	_____	@ \$15.50 cost	_____
• 22"x 34"	_____	@ \$30.70 cost	_____
• 34"x44"	_____	@ \$56.95 cost	_____
Personnel Charges:			
• Programming Time	_____	@ \$26.00 /hr.	_____
• Other Personnel	_____	@ \$15.00 /hr.	_____
Overhead Charges:			
• 20% of Total Programming/Personnel Charges	_____	X 20%	_____
Computer Resource Charges:			
• Client/Server	_____	@ \$2.20 /hr.	_____
• PC or LAN	_____	@ \$1.00 /hr.	_____
Postage/Shipping Charges	_____	@ actual cost	\$ _____
Other Charges:			
• Description: _____			\$ _____
TOTAL CHARGES: (Note - Sales tax is not applicable on public records.)			_____

All requested material will be provided after payment has been received. **THERE WILL BE ABSOLUTELY NO REFUNDS.**

Please make checks payable to:
Edwards Aquifer Authority
900 East Quincy Street
San Antonio, TX 78215
Attn: Administrative Serv

FOR E.A.A. USE ONLY			
Request Type: Walk-in _____	Phone _____	Mail request _____	Other _____
Staff taking request: _____	Date payment received: _____		
Request: Mailed _____	Picked up _____	Date _____	