



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](mailto: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**

<b>Description of Information:</b> _____		<b>Date:</b> _____	
_____		_____	
<b>Contact:</b> _____		<b>Method of Payment:</b>	
<b>Agency/Company:</b> _____		Cash	_____
<b>Address:</b> _____		Money Order	_____
_____		Check	_____
_____		Credit Card	_____
<b>Work Phone:</b> ( ) _____	<b>Fax No.:</b> ( ) _____		
<b>e-Mail Address:</b> _____	<b>Home Phone:</b> ( ) _____		
	<u>Units</u>		<u>Total</u>
<b>Standard-size Paper Copies (8-1/2x11, 8-1/2x14):</b>			
• 50 pgs of readily available material	_____	@ \$0.10 /page	_____ \$0.00
• 50 pgs of not readily available material	_____	@ \$0.10 /page	_____ \$0.00
		(+ applicable charges)	
<b>Nonstandard-size Copies:</b>			
• Paper (11x17)	_____	@ \$0.50 /page	_____ \$0.00
• Diskette - 3.5" _____	_____	@ \$1.00 /ea.	_____ \$0.00
• Magnetic Tape - 4mm	_____	@ \$13.50 /ea.	_____ \$0.00
• Magnetic Tape - 8mm	_____	@ \$12.00 /ea.	_____ \$0.00
• VHS Video Cassette	_____	@ \$2.50 /ea.	_____ \$0.00
• Audio Cassette	_____	@ \$2.00 /ea.	_____ \$0.00
• CD	_____	@ \$1.25 /ea.	_____ \$0.00
• Other	_____	@ actual cost	_____ \$
<b>GIS Map</b>			
• 8.5"x11"	_____	@ \$1.00 cost	_____ \$0.00
• 11"x 17"	_____	@ \$4.84 cost	_____ \$0.00
• 17"x 22"	_____	@ \$15.50 cost	_____ \$0.00
• 22"x 34"	_____	@ \$30.70 cost	_____ \$0.00
• 34"x44"	_____	@ \$56.95 cost	_____ \$0.00
<b>Personnel Charges:</b>			
• Programming Time	_____	@ \$26.00 /hr.	_____ \$0.00
• Other Personnel	_____	@ \$15.00 /hr.	_____ \$0.00
<b>Overhead Charges:</b>			
• 20% of Total Programming/Personnel Charges	_____ \$0.00	X 20%	_____ \$0.00
<b>Computer Resource Charges:</b>			
• Client/Server	_____ 0	@ \$2.20 /hr.	_____ \$0.00
• PC or LAN	_____ 0	@ \$1.00 /hr.	_____ \$0.00
<b>Postage/Shipping Charges</b>		@ actual cost	_____
<b>Other Charges:</b>			
• Description: _____			_____ \$
<b>TOTAL CHARGES:</b> (Note - Sales tax is not applicable on public records.)			<b>_____ \$0.00</b>

Credit Card payments can be made by phone, in person or via the EAA website (edwardsaquifer.org).  
Please note: A convenience fee of 2.45% applies to all credit card transactions and a flat \$2.00 fee applies to electronic check transactions.  
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 E. Quincy  
San Antonio, TX 78215  
Attn: Accounting

<b>FOR E.A.A. USE ONLY</b>	
Staff taking request: _____	Date payment received: _____
Request: Mailed _____	Picked up _____ Date _____

**White Copy - Requestor**

**Pink Copy - Finance**