



TEXAS PUBLIC INFORMATION ACT INFORMATION REQUEST FORM

For guidance regarding your rights as a requestor and the public information procedures adopted by this governmental body, you may review the governmental body's notice required under section 552.205 of the Government Code. You can find additional Public Information Act resources on the office of the Attorney General's website at <http://www.texasattorneygeneral.gov/open-government>.

Submit this completed form to Brookshire-Katy Drainage District (BKDD) via:

- Email: admin@bkdd.dst.tx.us
- Hand delivery to BKDD's Office: 1111 Kenney St. Brookshire, TX, 77423; or
- Mail: PO Box 608, Brookshire, TX 77423

Contact Information (All fields are required)

Name _____

Company Organization _____

Requestor Type _____

E.g. Consultant, Business, Educational, Non-Profit, Attorney, News Media, General Public

Mailing Address _____

City _____ State _____ ZIP _____

Email Address _____ Phone Number _____

(Email is the preferred form of communication)

Description of the Information Requested

(Note: Describe the information as precisely as you can.)



TEXAS PUBLIC INFORMATION ACT INFORMATION REQUEST FORM

Under the Public Information Act, some categories of information do not have to be released. Exceptions to disclosure fall into two general categories: 1) mandatory exceptions that make information confidential and require a governmental body to withhold information, and 2) discretionary exceptions that allow but do not require a governmental body to withhold information.

In What Format Would You Like to Receive the Requested Information?

- Electronically**
An email will be sent to the email address you provided.
- Paper Copies**
Mailing address must be provided.
- Other**
Please describe: _____

Cost Information

The BKDD charges for the costs of responding to Open Records requests in accordance with state law. BKDD will provide a written estimate of the charges. The requestor must respond within 10 business days of the date the governmental body sent the estimate, or the request is considered automatically withdrawn. If the estimated cost to fulfill your request:

- *Is \$40 or less*, we will fulfill your request and provide you with an invoice. If requested, as a courtesy, we will provide an estimate before we fulfill your request.
- *Exceeds \$40*, before we fulfill your request, we will provide you with an estimate, which you must approve in writing.
- *Exceeds \$100*, we will provide you with an estimate, which must be paid in full before we fulfill your request.

Payment of Processing Fee

Please hand-deliver check payment to BKDD's office at 1111 Kenney St., Brookshire, TX 77423

or

Mail check to PO Box 608, Brookshire, TX, 77423.

All checks shall be made payable to "Brookshire-Katy Drainage District."