



OPEN RECORDS REQUEST

Please complete in full ✱

NOTE: The District charges \$0.10 per page. An estimated cost will be provided to you. Confirmation that you accept the charges is required prior to finalizing the request. All requested material will be provided after payment has been received. The District is allowed 10 working days to complete your request.

✱ Name: _____

✱ Mailing Address: _____

✱ Contact Number: () _____

✱ Email Address: _____

✱ Material Requested: Please be as specific as possible

Or
 Save the completed
 form and attach on
 email to
 manager2@haysgroundwater.com

District use only

Type of Request: Walk-in Phone Email Mail

Received by: _____ Date: _____ Time: _____

Prepared by: _____ Date: _____ Time: _____

Date Delivered: _____ Received by: _____

Emailed

Mailed

Picked up