



# RED RIVER

## GROUNDWATER CONSERVATION DISTRICT

FANNIN COUNTY AND GRAYSON COUNTY



### Open Records Request Form

Complete the Open Records Request form below to request public information. Red River Groundwater Conservation District accepts written Open Records Requests in any legible format; this form is intended to be a guide to help expedite requests. \*Make a copy of the form for your records.

Please note that there may be charges assessed depending on the type of request. In accordance with the Texas Public Information Act, the District will provide you with a written estimate of charges before undertaking any work on your request if the amount is over \$40. Call 903-786-3340 for questions about this form or requests for public information.

Please mail completed form to:  
Red River Groundwater Conservation District  
Attn: Public Information Officer  
P.O. Box 1214  
Sherman, TX 75091-1214

Or you may fax your request to 903-786-8211 or e-mail your request to [rrgcd@redrivergcd.org](mailto:rrgcd@redrivergcd.org)

**Please input your information below. Required fields are marked with an asterisk(\*).**

\* Name \_\_\_\_\_

Company/Organization \_\_\_\_\_

\* Mailing Address \_\_\_\_\_

\* City \_\_\_\_\_ \* State \_\_\_\_\_ \* ZIP Code \_\_\_\_\_

\* E-Mail Address \_\_\_\_\_ (E-Mail is the preferred form of communication)

\* Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**\*Please state your document request below (attach additional pages if necessary):**

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**\*Please indicate the format that you would like to receive the documents requested (e.g., by email (preferred), fax, mail, inspect the records at the District office, etc...):**

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