

**BOIS D'ARC MUNICIPAL UTILITY DISTRICT**  
14101 E. FM 1396  
Honey Grove, Texas 75446  
Tel: (903) 378-7361

**PUBLIC INFORMATION REQUEST**

Persons requesting public information must provide the following information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**INFORMATION AND FORMAT REQUESTED** (Please be specific or clarification will be required before providing information): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(Attach additional pages as necessary. State number of additional pages attached if more than zero: \_\_\_\_\_)

Requester's Signature: \_\_\_\_\_

**NOTICE**

**This request for public information form must be completed in its entirety and signed by the requestor before the district has any obligation to locate or make available the requested information. Completing and submitting this form request does not guarantee that the information you request will be subject to public inspection. The District reserves the right to assert any statutory exemption under the Texas Public Information Act (Chapter 552 of the Government Code) or any other applicable law governing disclosure of information or records. See Request Procedures on reverse side of this form.**

FOR DISTRICT USE ONLY	
Date received: _____	Received by: _____
<b>Notes of action taken by district:</b> _____	
_____	
Date information produced: _____	Produced by: _____

**(OVER)**

## TEXAS PUBLIC INFORMATION ACT REQUEST PROCEDURES

Requests for public information (formally known as open records requests) are handled in accordance with the Texas Public Information Act, Chapter 552 of the Texas Government Code.

**All requests for public information should be submitted to the "Office Manager" of Bois D'Arc Municipal Utility District (MUD).** This procedure allows the district to accurately document the date each request is received and respond to the requestor promptly. If the request cannot be produced within ten (10) business days, the Office Manager will notify the requestor in writing of the reasonable date and time when it will be available.

**Procedures for making a request:** The request must ask for records or information already in existence. The Texas Public Information Act does not require the district to create new information, to do legal research or to answer questions.

**Charges to the requestor:** A person may ask to view the requested information, receive copies of the requested information, or both. The district will assess copying and/or compiling fees based on the fee schedule set out by the Texas Public Information Act. If charges should occur, the district will send an itemized estimate and ask for a response in writing and/or payment within ten (10) business days, verifying that the requestor accepts, modifies or denies the cost being charged.

**Responsibility of the requestor:** Any person who requests public information from the district has the responsibility to:

- (1) Submit completed Public Information Request form to Bois D'Arc MUD by:
  - Mail:** Bois D'Arc MUD, c/o Office Manager, 14101 E. FM 1396, Honey Grove, TX 75446
  - Email:** melinda@boisdarc mud.com
  - In person:** 14101 E. FM 1396, Honey Grove, TX 75446
- (2) Include enough description and detail of the information being requested, including the preferred format, so the district can accurately identify and locate the information.
- (3) Cooperate with any reasonable requests by district personnel to clarify the type or amount of information requested.

The district will promptly make available any requested information that is not confidential or excepted from disclosure by law. If requested information cannot be produced within ten (10) business days, the Office Manager will notify the requestor in writing of the date the information will be produced and also provide an estimate of costs, if applicable. Documents considered public information shall be made available for review and/or copying as requested.

All questions concerning public information requests should be directed to the Office Manager of Bois D'Arc MUD.