



CADDO BASIN SPECIAL UTILITY DISTRICT

156 CR 1118 • Greenville, TX 75401-7514
Phone (903) 527-3504 • Fax (903) 527-3510

OPEN RECORDS REQUEST

Fill out the Open Records Request form below to request public information (PIR)[†]. Caddo Basin SUD accepts Open Records Requests in any legible format; this form is intended to be a guide to help expedite requests. For questions about the form please call 903-527-3504.

The completed form can be mailed, faxed, or emailed to:

Caddo Basin SUD
156 CR 1118
Greenville, TX 75401
Fax: 903-527-3510
Email: office@caddobasin.com

Open Records Requests (ORR) aka Public Information Act (PIA) requests should contain the following information:

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

* Name _____

* Mailing Address _____

* City _____ * State _____ * ZIP Code _____

* E-Mail Address _____ (E-mail is the preferred form of communication.)

* Phone Number _____ Fax Number _____

Signature: _____

Date: _____

Print Name: _____

[†]Fees may apply for the creation of lists from the agency's databases.

*** Please provide details regarding the information you are requesting:**

Please provide any information which will enable the District to perform a more comprehensive record search:

The Districts records are available for public view unless one of the exceptions to disclosure listed in the Public Information Act applies. Government Code Chapter 552 - Public Information, lists the exceptions. Some types of information that may be kept confidential include:

- Private, personal information such as certain financial or medical information;
- Certain law enforcement information, which may include the identity of informers;
- Complainant's identity;
- Some information related to ongoing litigation;
- Proprietary information submitted by regulated entities;
- Attorney-client (privileged).