

OPEN RECORDS REQUEST FORM

Johnston County Rural Water District #3
10501 S. Refuge Rd.
P. O. Box 636
Tishomingo, OK 73460
Office Phone: 580-371-2141 Fax: 580-371-3871
E-mail: jcrwd3@simplynet.net

How to submit an Open Records Request

To assist with your Open Records Request to Johnston County Rural Water District #3, please sign and return the completed form to the address or fax number above, attention to Office Manager. If you have any questions regarding your request, call the telephone number above and request to speak to the Office Manager. Please allow a minimum of ten (10) business days for your request to be processed. Costs incurred, as applicable under O.S. 51 § 24A.5 et seq, will be billed upon receipt of records.

This request will remain in effect for one (1) year from the date of management approval.

Requestor Information:

Name: _____ Organization*: _____
Phone: _____ Address*: _____
Fax*: _____ Email*: _____ or if you wish to pick up at office check here: _____

Signature: _____ Date: _____

*This information is optional and is only used to process your request.

Records Description:

Purpose of Request: _____ Personal _____ Commercial _____ Business (51 O.S. § 24.5 (3.)
Indicate record(s) description and/or names of document(s) below (attach separate sheet if necessary)

OFFICE USE ONLY

Number of Pages: _____ Cost per page: Current price, according to state

Total due: _____

Approval:

Manager Approval: _____ Date: _____

Office Manager Approval: _____ Date: _____

Mailed: _____ Faxed: _____ Picked Up: _____

By: _____ Date: _____