

Public Water Supply District No. 1
Of Greene County
5435 S Tower Drive
Battlefield, MO 65619

All requests for PWSD#1 record must be submitted in writing. The PWSD#1 will make every effort to provide the requested information on 72 hours, excluding weekends and holidays. Requests involving extensive research may take longer.

Date of Request: _____ Time of Request: _____

Name of Requester: _____

Complete Address: _____

Contact Phone Number (s) _____

Information Requested (Please Number Each Request)

1. Fees for copying records will be ten (10) cents per page for a paper copy not larger than nine (9) by fourteen (14) inches, with the hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff. Research time required for fulfilling records requests may be charged at the actual cost of research time.

I, the undersigned and requestor of this information, understand the above research fee amounts and agree to proceed with this research request. I further understand that depending on the amount of research and copies request that I may be required to pay a deposit for research to being on said request.

Signature of Requestor: _____ Date Signed: _____

I, the undersigned Records Custodian, have fulfilled my obligation of the aforementioned records request pursuant to the State Statute 610.026(1) RSMo. The total amount to be collected from this records request is \$ _____

Records Custodian: _____ Date Signed: _____