



## Public Information Request Form

*GCWA records are available for inspection or duplication unless an exception to disclosure listed in Government Code Chapter 552, "Public Information," applies. Charges for providing copies may apply. GCWA may withhold from public disclosure some information pending a decision by the Attorney General.*

To request public information, please fill out the form below.

Requestor's Name \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Please indicate the preferred method of communication:

Email

Phone

Mail

Describe as specifically as possible (including name, dates, and project numbers if known) the public information being requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate preference to view public information being requested:

Copies (Requestor will be notified of charges according to Texas Attorney General Office Guidelines)

View at Gulf Coast Water Authority Offices

Other (Please explain)

\_\_\_\_\_

Please send completed form to:

Gulf Coast Water Authority

Attention: Public Information Coordinator

4243 Emmett F Lowry Expressway, Texas City, Texas 77591

or [pir@gcwatx.gov](mailto:pir@gcwatx.gov)

### Gulf Coast Water Authority Use Only

Date Received \_\_\_\_\_ Method of Receipt \_\_\_\_\_

Description of Information Provided \_\_\_\_\_

Employee Providing Information \_\_\_\_\_

Date Forwarded to Legal for Review, if applicable \_\_\_\_\_

Employee Releasing Information \_\_\_\_\_ Date Released \_\_\_\_\_