

# Logan County Rural Water District #2 Records Request Form

*Please be advised that requests for records will normally be completed within 7 business days. Records requiring legal review may require up to 30 days to be completed.*

Requesting party information:

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

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

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

Purpose of request:

Description of record requested (one record request per form):

---

Signature of Requesting Party

---

Date of Request

**Fees (due upon request):**

- ☐ Basic Records Request Fee \$10.00  
    **\*\*Search fee not applicable\*\***
- ☐ Advanced Record Request Fee \$25.00

**Fees (due upon receipt):**

- ☐ \$0.25/copy  
    Number of copies: \_\_\_\_\_
- ☐ \$1.00/certified copy  
    Number of copies: \_\_\_\_\_
- ☐ \$5.00/oversized copy (> legal size)  
    Number of copies: \_\_\_\_\_
- ☐ \$5.00/quarter hour search fee\*  
    Search time: \_\_\_\_\_
- ☐ \$7.25/quarter hour creation fee\*\*  
    Creation time: \_\_\_\_\_

\*Search fee not to exceed \$25.00

\*\*Create a record which currently doesn't exist

***All records must be requested and received at the District Board Building during regular office hours (e-mail and phone requests not permitted). Records will not be released until all applicable fees have been paid.***

---

Signature of Requesting Party

---

Date of Receipt