

Hughes County Rural Water District #6

P.O. Box 327, Allen, OK 74825

Ph: 580-892-3677 Email: rwd-6@hotmail.com

Sheldon Tatum, Orval Powell Jr., Winston Beavert Greg Meyer William Orrock
Manager Chairman Vice-Chairman Sec./Treas. Director

DATE

Sheldon Tatum
District Manager

Dear _____:

Under the Oklahoma Open Records Act, Title 51, Sections 24A.1-33, I am requesting that the following records be made available to me for inspection:

I acknowledge that not all government-held information is open to the public. However, the Oklahoma Supreme Court has said the party claiming non-disclosure carries the burden to prove that an exemption applies. The Court also has said government officials must consider in ruling on records requests that "disclosure is to be favored over a finding of exemption."

Please note that I am asking to inspect these records. However, I reserve the right to request that copies be made at the rate of \$0.25 per page.

The Oklahoma Open Records Act prohibits the charging of a search fee when the release of the "documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants." [EXPLAIN YOUR IDENTITY and/or PURPOSE IN TERMS THAT FIT THE PROVISION IF YOU DON'T WANT TO PAY A SEARCH FEE.] My request clearly falls within this provision of the Open Records Act and no search fee should be charged for this request.

The Oklahoma Open Records Act requires that public bodies provide "prompt, reasonable access" to records and limit delays "solely to the time required for preparing the requested documents and the avoidance of excessive disruptions of the public body's essential functions."

If you have any questions about the nature or scope of this request, please contact me. Thank you for your cooperation.

Sincerely,

[YOUR NAME, TITLE AND CONTACT INFORMATION, INCLUDING ADDRESS, PHONE NUMBER AND EMAIL ADDRESS]



TDD/TTY 866-619-9616

Hughes County RWD #6 is an Equal Opportunity Provider and Employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.