

**Waterworks District #2**  
Parish of Beauregard  
**P.O. BOX 97**  
**Singer, LA. 70660**

**Public Records Request Form**

**Step 1.** Complete the following information (please print), sign and date.

Name	Organization Name, if applicable
Address	City, State, Zip Code
Phone number	

Description of Public Records Requested:

\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_

Action Requested: (check appropriate box)

Have records segregated for in-person review at the WWD2 office on one of the following requested dates. \_\_\_\_\_

Have copies made and pick them up in person. (Cost of copies shall be paid in advance by check, or money order, or cash)

I hereby request that copies of the **public records** described above be made. I understand that I am responsible for the actual cost of the copies requested, and I agree to pay the cost of the copies (.25 per copy) made at my request.

\_\_\_\_\_, \_\_\_\_\_,  
Signature Date

**Step 2.** Submit completed form to: Waterworks District 2, P.O. Box 97, Singer, LA. 70660 or Fax to 337- 463-2509.

**To be completed by Office Manager of Records**

No. of copies. \_\_\_\_\_ Cost of copies \_\_\_\_\_

**Payment must be received in ADVANCE before making copies.**

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