



Pecan Valley RWD

12 Winding Creek Rd
Lawton, OK 73505
Phone 580-510-0306
After Hours/Emergency 580-730-3644
Fax 580-713-4385
pecanvalleyrwd@gmail.com
pecanvalleyrwd.com

NOTICE TO RECORD REQUESTERS

A. CUSTODIANS

The official custodians of records found in this office are:

B. OFFICE HOURS FOR RECORD REQUESTS

Any person requesting a public record made, maintained or kept by this office may make such request anytime during regular office hours of the District.

C. INSPECTION AND COPYING CHARGES

The District has established certain record search and record copying charges which are intended to compensate the District for the expenses it incurs in the course of honoring your request.

D. INSPECTION AND COPYING POLICIES

The District has adopted certain policies and procedures regarding the manner in which your request for record inspection and / or copying is to be made by you and how that request will be handled by this office.

E. FEE SCHEDULE

Copies (8 ½ X 11, 8 ½ X 14, 11 X 17)\$.25 each
Other mechanical reproductions @ actual cost to the District
Search (when authorized).....\$20.00 per hr.
Minimum search fee..... \$5.25