

DRAFT MEMORANDUM TO REGION C WATER PLANNING GROUP

From: Stephanie Griffin

Date: September 24, 2003
[NTD02182] T:\M_policy for copying speaker handouts.doc

Project: NTD-02182, Region C 2006 Regional Water Plan

Subject: Policy for Providing Copies of Speaker Handouts to the Public

Due to the number of speaker handouts the Region C Water Planning Group (RCWPG) has been receiving at their planning group meetings, we have determined that a policy needs to be established with regards to providing copies of these materials to the public. The policy for the public to request copies of materials the public speakers provide during the public comment portion of the RCWPG meeting is as follows:

1. The request must be in writing, specifying which document(s) are desired. The request must also specify if a paper copy or an electronic copy of the document is preferred. Paper copies will be provided at cost. Electronic copies will not be charged.
2. The request may be mailed or faxed to Tom Gooch or Stephanie Griffin at
Freese and Nichols, Inc.
4055 International Plaza, Suite 200
Fort Worth, TX 76109
FAX (817) 735-7492
3. Freese and Nichols will provide the requested copy within 10 days of receiving the request.