

**Request for Public Information**  
**Beaufort-Jasper Water & Sewer Authority**  
6 Snake Road, Okatie, SC 29909  
Fax (843) 987-9293

**Title/Date of Record Requested:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Description of the record(s) you are requesting and any additional information that will help to identify the correct record.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requestor Name:** \_\_\_\_\_

(Please Print)

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**I understand that there may be charges for duplication of these specific records.**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**INTERNAL USE ONLY – INFORMATION TO BE COMPLETED BY AUTHORITY STAFF**

**Request received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

*Fifteen--day response rule begins one working date after receipt of request.*