

**KENT COUNTY WATER AUTHORITY**  
Request to Inspect and/or Copy Public Records  
**Pursuant to Chapter 38-2 entitled "Access to Public Records"**

**PLEASE SUBMIT COMPLETED FORM VIA FAX, EMAIL, U.S. MAIL OR DROP OFF AT  
FRONT DESK OF KCWA**

Request to Inspect Records (Y/N):\_\_\_\_\_ Request to Obtain Copies (Y/N):\_\_\_\_\_

REQUESTOR'S INFORMATION:

Date \_\_\_\_\_

Name (optional) \_\_\_\_\_

Address (optional) \_\_\_\_\_

\_\_\_\_\_

Telephone (optional) \_\_\_\_\_

Any other contact information (optional) \_\_\_\_\_

\_\_\_\_\_

RECORDS REQUESTED:

Title of record(s) requested (if known):

\_\_\_\_\_

\_\_\_\_\_

Description of records requested. If you need more space, please attach a separate sheet.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FORMAT REQUESTED: \_\_\_\_\_ Paper \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_ Electronic Form  
(if available)

If you desire to pick up the records, they will be available at the front desk and you will be notified of their availability. If, after review of your request, KCWA determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, you will be notified in writing of such exception.

Note: If you chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform KCWA of an alternate contact for notice of when the records will be available and for notice and contact.

Thank you.