

SOUTH BROWARD DRAINAGE DISTRICT  
6591 Southwest 160 Avenue  
Southwest Ranches, Florida 33331

**REQUEST FOR PUBLIC RECORDS**

Every effort will be made to retrieve records in a reasonable manner. However, as not all South Broward Drainage District records are maintained in the administration building, it may take additional time to retrieve those stored elsewhere. Costs shall be prepaid to the District as allowed by Florida State Statutes 119.07. Costs are only projected. Additional monies may be due upon actual receipt/review of documents. Note: Occasionally, the public's review of District documents/records could require extensive use of District personnel. Consequently, the District may charge, in addition to the cost of duplication, a reasonable service charge.

NAME \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_  
FIRM (if applicable) \_\_\_\_\_  
PHONE # (include area code) \_\_\_\_\_ FAX # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

I am requesting to examine \_\_\_\_\_ or be provided with copies \_\_\_\_\_ of the following records:

Description of Request (please be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Request Accepted By \_\_\_\_\_ Estimated Cost Of Copies \_\_\_\_\_  
Request Routed To \_\_\_\_\_ Deposit \_\_\_\_\_  
Date Completed \_\_\_\_\_ Final Cost \_\_\_\_\_  
Reviewed By \_\_\_\_\_  
Handling Procedure (Check One): Will Pick Up \_\_\_\_\_ (OR) To Be Mailed \_\_\_\_\_  
Staff Comments \_\_\_\_\_  
\_\_\_\_\_  
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