



Request for Public Information  
Beaufort-Jasper Water & Sewer Authority  
Mail to: 6 Snake Road, Okatie, SC 29909  
Or email: [communications@bjwsa.org](mailto:communications@bjwsa.org)

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: \_\_\_\_\_

Will this information be used for commercial purposes? YES NO

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.*