



1018 Dallas St
South Houston, TX 77587
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REQUEST FOR PUBLIC RECORD

REF: TEXAS GOVERNMENT CODE, CHAPTER 552, OPEN RECORDS

I, \_\_\_\_\_ request the following public information under the Open Records Act as defined by §552.301(a) of the TX Government Code, Chapter 552:

NOTE: BE VERY SPECIFIC IN WHAT YOU ARE REQUESTING:

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The undersigned will bear all applicable costs related to providing the information received in accordance with §552.261 of the Open Records Act.

Signature

Telephone Number

Printed Name

Mailing Address

Date of Request

City State Zip

Request received by: \_\_\_\_\_
Signature

Request prepared by: \_\_\_\_\_
Signature

COMMENTS:

APPLICABLE COSTS:

Copy Charges @\$ .10/each

1 - 50 Pages: No Administrative Fee\*

51 or More Pages: \$15/hr-Administrative Fee

Overhead Charge: 20% of Administrative Fees

\*Unless documents must be retrieved from another building, in this case an Administrative Fee will be charged.

Total Charges:

Information received \_\_\_\_\_, 20\_\_\_\_\_.

Signature