PUBLIC INFORMATION REQUEST

Please Print Date of Submission of Request ______________

________________________________________________________________________

Name

________________________________________________________________________

Address

City     State     Zip Code

________________________________________________________________________

Area Code and Telephone Number   Email Address

Fees for reproduction, labor, overhead and other costs allowed by law may apply.

Note: The Texas Public Information Act does not require a governmental body to create new information, to do legal research, or to answer questions. The request must be in writing and ask for records or information already in existence. The governmental body will promptly respond to a written request and within 10 business days following receipt of a written request.

Please list records you are requesting and specific dates, being as detailed as possible. If this is not possible, please list beginning and ending dates of the records you are seeking.

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1371 West FM 550 * McLendon-Chisholm, Texas 75032 * 972-524-2077

Form – Public Information Request