



Open Records Request Form

Please Print

Date of Submission of Request _____

Name

Organization/ Company

Address

City

State

Zip Code

Area Code and Telephone Number

IMPORTANT: The above information is required and an open records request cannot be completed without it.

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

Note: The Texas Public Information Act does not require a government body to create new information, to do legal research, or to answer any questions. The request must ask for records or information already in existence.

Request Received _____

Date _____

Fee _____

120 W 1st St

Hico , Tx 76457

(254) 796-4545