

Application For Public Information/Records

Texas Open Records Act, Chapter 522, Government Code, VTCS - On application for public information to the officer for public records in a governmental body by any person, the officer for public records shall promptly produce such information for inspection or duplication, or both, in the offices of the governmental body. If the information is in active use or in storage and, therefore, not available at the time a person asks to examine it, the officer for public records shall certify this fact in writing to the applicant and set a date and hour within a reasonable time when the record will be available for the exercise of the right given by this Act. Nothing in this Act shall authorize any person to remove original copies of public records from the offices of any governmental body.

A person requesting public information must complete the examination of the information within ten (10) days after the date the custodian of the information makes it available to the person. This may be extended if a written request is filed with the officer of public records during the initial examination period.

REQUEST

I, the undersigned, hereby request the custodian of the following described public records of the City of Duncanville, Texas, to promptly produce said records for inspection and/or duplication. I understand there may be charges assessed for copies of records or access to public records and the City of Duncanville may require prepayment prior to preparation of the requested copies of record.

Requesting Person: _____

Address: _____

Telephone: _____ E-Mail: _____

Signature of Requesting Person: _____

IDENTIFICATION OF PUBLIC INFORMATION/RECORD(S) REQUESTED

Reference Number: _____

Type of Document: _____

Date and Description of Incident: _____

(Identification of records should be as explicit as possible.)

----- OFFICE USE ONLY -----

Date Received: _____ Time Received: _____

Received by: _____