



## **PUBLIC INFORMATION/OPEN RECORDS REQUEST**

(Complete form and e-mail to [cgross@cityofbalchsprings.com](mailto:cgross@cityofbalchsprings.com), fax to 972-286-4279 or mail to City Secretary Cindy Gross, City of Balch Springs, 13503 Alexander Road, Balch Springs, TX 75181)

Requestor's Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt./Suite: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone No. (1): \_\_\_\_\_ (2): \_\_\_\_\_

Fax No. \_\_\_\_\_ Email: \_\_\_\_\_

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the City of Balch Springs, Texas. I understand that there may be charges assessed for duplication or access to such records and prepayment may be required prior to preparation of the requested copies of such records.

*Detailed description of records requested (please be as specific as possible):*

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### **DELIVERY OF RECORDS**

(Check one)

- E-mail to the e-mail address indicated above.
- Mail to the address indicated above.
- Fax to the fax number indicated above.
- Pick up in person.

**REQUESTOR'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_