PUBLIC INFORMATION/OPEN RECORDS REQUEST

(Complete form and e-mail to 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):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

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: ____________________