



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: _____