



# City of Oak Leaf

## OPEN RECORDS REQUEST

Please Print Date of Submission of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Area Code and Telephone Number: \_\_\_\_\_

Fee: Prices vary including copying charges & mail costs

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

Note: The Texas Public Information Act does not require a governmental body to create new information, to do legal research, or to answer questions. The request must ask for records or information already in existence. The governmental body has 10 business days within which to respond to the request.

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 of the records you are seeking.

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