

CITY OF CARRIZO SPRINGS

REQUEST FOR PUBLIC RECORDS

Under the provisions of the TEXAS OPEN RECORDS ACT, Chapter 552, Government Code

Name of Requestor:	Date of Request:
Requestor's Address:	Company Address (If Applicable):
Telephone Number:	Time of Request:

Description of Records Requested (Please be Specific):

(Attach additional sheets if necessary to describe requested records.)

Signature: _____

**FOR CITY USE ONLY
APPROVAL FOR RELEASE OF PUBLIC RECORD**

Date Received:	Routed to:
Action Taken:	

Custodian of Records' Signature:	Date:
City Manager's Signature:	Date:

PUBLIC RECORDS INFORMATION AVAILABILITY

THE PUBLIC RECORDS INFORMATION REQUESTED MAY OR MAY NOT BE AVAILABLE AT TIME OF REQUEST FOR PUBLIC INSPECTION. SHOULD THE PUBLIC RECORDS INFORMATION REQUESTED NOT BE AVAILABLE, IT SHALL BE RELEASED AT THE EARLIEST POSSIBLE CONVENIENCE.