

CITY OF CRAWFORD

PUBLIC RECORDS REQUEST

ALL REQUESTS MUST BE IN WRITING AND DIRECTED TO THE CITY SECRETARY'S OFFICE BY EMAIL TO Cityofcrawford@windstream.net; OR FAX TO 254-486-8922; OR BY MAIL TO P. O. BOX 7, Crawford, Tx 76638.

NAME OF REQUESTER : _____
MAILING ADDRESS : _____
TELEPHONE AND/OR FAX NO. : _____
E-MAIL ADDRESS: _____
SIGNATURE OF REQUESTER : _____ DATE : _____

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 Crawford, Texas:

List information as specifically as possible, including names, dates and case numbers, if known. Attach a separate sheet to this form if necessary. **If requesting an ACCIDENT/CRASH Report, please complete page 2 of this request form.

- (Check one) A. ☐ I request copies (charged per TAC guidelines)
B. ☐ I request only to view records at City Hall
C. ☐ Other (please explain)

In making this request, I understand the City is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand the information will be promptly released or the requestor will be notified in writing within 10 days after the request is submitted.

City Use Only:

Date received: _____ Employee receiving information: _____
Date/Dept. forwarded to, if applicable: _____
Date released: _____ Amount charged: _____
Miscellaneous comments/instructions: _____