

OPEN RECORDS REQUEST

All requests must be in writing and directed to the City Secretary at (1) 3947 Lincoln Avenue, Groves, TX, 77619, (2) fax (409) 963-3388, or (3) email cthibodeaux@cigrovestx.com. Most requests will be honored within 10 business days and you will be contacted if it will take longer. Telephone the City Secretary at (409) 960-5773 if you have any questions.

REQUESTOR CONTACT INFORMATION

Name: _____

Mailing Address: _____

City _____ State _____ ZIP Code _____

Telephone: _____ Fax: _____

Email Address: _____



DESCRIPTION OF INFORMATION REQUESTED

Please be as detailed as possible, and note that you can only request existing records, i.e., no compiling or creation of records will be performed. Do not use this form if you are seeking police records; instead, scan the QR code to the right.



REQUESTOR CERTIFICATION

By submitting this document, I request the information described above and certify that I understand that some records may be subject to non-disclosure under the Texas Public Information Act, Government Code Chapter 552, and other laws. As provided by the Texas Administrative Code, I acknowledge that any copy request of 51 pages or more that requires gathering or compilation will be charged at \$15.00 per hour for the time required to fulfill my request. If copy charges exceed \$40.00, you will be provided with an itemized estimate of charges. In some instances, a deposit to cover anticipated costs may be required. I further understand that the following fees are charged per request to cover the cost of reproduction: (1) standard paper copy - \$.10/page; (2) oversized paper copy - \$.50/page; (3) specialty paper - actual cost; (4) CDs - \$1.00; (5) other electronic media - actual cost.

Please check the appropriate boxes:

☐ I wish to have copies ☐ I wish to inspect ☐ I will accept redacted records

Signature of Requestor: _____ Date: _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Department Review

Date Received: _____ Amount Paid: _____ Name: _____

Contact Made: _____ Notes: _____

2nd Attempt Made: _____ Notes: _____

City Secretary Review

Date of Final Review: _____ Date Requestor Notified: _____ Date Disclosed: _____

Notes: _____