



REQUEST FOR PUBLIC RECORDS

Email to City Secretary: t.monk@farmersvilletx.com or Fax to: (972) 782-6604
Mail to: City of Farmersville, City Secretary's Office, 205 S. Main St., Farmersville, TX 75442

Date:	Time:
Name:	
Address:	
City, State, Zip Code:	
Phone:	
Email:	

Information requested under the Texas Open Records Act, Texas Government Code, Chapter 552.
(PLEASE BE SPECIFIC, OR CLARIFICATION WILL BE REQUIRED.)

☐ Please make the following records available for **inspection** only at no charge.

☐ **Copies** will be \$0.10 for each page up to 50 pages. For 50 or more pages, the charge shall be \$0.10 for each page plus personnel time and materials. (Standard size copies, nonstandard size copies are \$0.50 for each page) (Per Texas Administrative Code; General Services Commission, Chapter 111, Subchapter C, Rule 111.63)

*Requests will be reviewed for exceptions to disclosure per the Texas Public Information Act.

Date Request Received

Received by Signature

Date Due

Date Available for Pick Up

Date Requestor Notified

Requestor Signature

Date Sent to City Attorney

Date Sent to Attorney General