



# CITY OF KEMPNER

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## Open Records Request: Ref. Gov. Code Sec. 552.012

*Every effort is made to expedite all requests for disclosure of public records; however, due to personnel demands and schedules there are instances when the disclosure of records may take the time allowed by law, which is ten (10) working days, in most cases.*

Requestor's information: (\*denotes required information)

\* Print Name: \_\_\_\_\_ \*Signature \_\_\_\_\_

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

\*City/State/Zip: \_\_\_\_\_

\*Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type and date of records / documents requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*For Office Use Only*

Date request was received: \_\_\_\_\_ Rcvd by: \_\_\_\_\_ Time: \_\_\_\_\_

Copies Made: \_\_\_\_\_ Fee Due \$ \_\_\_\_\_ Paid:  Money Order,  Cash,  Other

Released by: \_\_\_\_\_ Release Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_