

**CITY OF BROOKSIDE VILLAGE
OPEN RECORDS ACT REQUEST FORM**

DATE: _____

I request to obtain copies of the following documents: _____

This is a request under the **TEXAS OPEN RECORDS ACT**, chapter 552 of the Government Code (formerly V.T.C.S. article 6552) as well as Article I, Sec. 8 of the Texas Constitution, the first Amendment of the United States Constitution, the common law of the State of Texas and any statute providing for public access to government information:

Copies will be made at the time of your request, if time allows. The City has ten (10) business days from the time of receipt to respond to the request.

Print your first and last name

Phone number

Company Name

Fax number

Full Address

Signature

I am prepared to pay reasonable costs for copying, within the guidelines set by sections 552.261, 552.262, 552.263, 552.267, 552.268, 552.269.