



Request for Disclosure of Public Records

pages
Fee per page
Processing Fee
Total Due

PLEASE PRINT OR TYPE ALL INFORMATION

Every effort is made to expedite all requests for disclosure of public records; however, due to personnel demands and schedules, there are incidents when the disclosure of records may take the time allowed by law.

Name:	Phone:
Address:	City: State: Zip:

List of Information Requested in detail.

Request Date _____ Signature of Applicant _____ Date Rec'd _____ Signature of Recipient _____

RETURN FORM TO: CITY SECRETARY
 203 S. Broadway St.
 Bells, Texas 75414
 (903) 965-7744

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Staff Comments:

Prepared By: _____ Disclosure Date: _____
 Category: _____ ATTY Review: _____
 Reviewed By: _____ Released By: _____

(PLEASE REMEMBER TO DATE YOUR SIGNATURE)