



Phone (940) 482-3491

Building a Bright Future On a Proud Past BOX 217 KRUM TX 7 6 2 4 9

Fax (940) 482-3020

CITY OF KRUM, TEXAS *** OPEN RECORDS REQUEST ***

Please complete the top section of this form, being sure to identify as accurately and specifically as possible the record you wish to review/obtain. Your request will be processed as expediently as possible in accordance with the Texas Open Records Act (Texas Government Code, Section 552) and in compliance with the policies set forth in Resolution 91-2 of the City of Krum, Texas. Should you have any questions concerning these laws and procedures, please consult the City Secretary or Records Management Officer.

Name of Person Making Request: _____

Mailing Address: _____ City/ST/ZIP _____

Contact Phone: _____ Date of Request: _____

Circle your Choice:

I wish to < Inspect> <Obtain> _____ Copy(ies) of the following records:

SPECIFICALLY DESCRIBE RECORDS REQUEST: _____

I understand the policies and procedures related to this open records request and agree to pay any reasonable deposit required and/or costs associated with this request as allowed by law.

Signed: _____

FOR OFFICE USE ONLY:

Dates: Received: _____ Processed: _____ Delivered: _____

Signed: _____ Amount Paid/Receipt# _____

Action(s) Taken: _____