OPEN RECORDS REQUEST
Request for Disclosure of Public Records

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 full time allowed by law.

> PLEASE PRINT / TYPE ALL INFORMATION <

Requestor’s Name: ___________________________________ Home/Cell Phone: ______________________
Requestor’s Company: _______________________________ Business Phone: ____________________________

Requestor’s MAILING ADDRESS (address to mail information to):

CITY STATE ZIP

Business - Email Address: ___________________________
Personal - Email Address: ___________________________

DETAILED DESCRIPTION OF RECORDS REQUESTED including address, dates, names. *Use Backside of this form or additional page if needed.

*For Police Department’s Accident Reports, The Texas Transportation Code requires at least two of the following: (Fire Department’s Incident Reports, also need 1. & 2.:

1. Date of the accident or incident 2. Specific address where the accident or incident occurred 3. Name of any person involved in the accident or incident.

Date of Request __________________________ Signature of Requestor __________________________ Date Received __________________________ Request Received by: (Name & Dept.) __________________________

SEND COMPLETED FORM
TO: City Secretary
Email: citysecretary@cityofconroe.org
Mailing Address: P. O. Box 3066, Conroe, TX 77305-3066
Physical Address: 300 W. Davis, Conroe, TX 77301
Phone: 936-522-3011 Fax: 936-522-3009

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Staff Comments / Action taken:

Date disclosed to requestor: __________________________ Email FAX USPS FEDX UPS Picked Up Other
Prepared and released by: __________________________ Reviewed By __________________________
Number Of Pages: __________________________ Fee Charged: __________________________
Completion Date Forwarded To City Secretary: __________________________ By: __________________________ Date: __________________________

www.cityofconroe.org  This form is available online: http://www.cityofconroe.org/i-want-to/public-records-request (control + click to follow link)