

CITY OF ORANGE
P. O. BOX 520
ORANGE, TEXAS 77631
TELEPHONE: (409) 883-1042
REQUEST FOR PUBLIC RECORDS

Pursuant to the Open Records Act as contained in Article 6252-17(a) of Vernon's Annotated Texas Civil Statutes, all requests to view or obtain copies of the City of Orange's public records must be accompanied by this form.

Please complete a separate form for each request and return it to the City Secretary's office.

FULL NAME and ADDRESS: _____

BUSINESS NAME and ADDRESS (if for business use): _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

TYPE OF DOCUMENT COPY REQUESTED (Specify "C" for Copy, "CC" for Certified Copy, or "V" to View Document):

_____ Codified Ordinance

_____ Contract File

_____ Original Ordinance

_____ Other (Please Specify):

_____ Resolution

Please indicate subject matter of document: _____

Number of copies requested: _____ Comments: _____

Mailing address (if copies are to be mailed): _____

Full Name and Address of Person Requesting Information:

Signature: _____ Date: _____

Note: The State of Texas establishes costs for information under the Open Records Act. The cost for 50 pages or less of readily available material is 10¢ per page. Please call for information on the cost for more than 50 pages or information deemed to be not readily available. Make check or money order payable to The City of Orange.

UNDER THE TEXAS OPEN RECORDS ACT THE CITY OF ORANGE HAS 10 DAYS TO RESPOND TO REQUESTS FOR OPEN RECORDS.

-FOR OFFICE USE ONLY-

Date Received: _____

Date Forwarded: _____

Received By: _____

Forwarded By: _____