CITY OF ORANGE
P. O. BOX 520
ORANGE, TEXAS 77631
TELEPHONE: (409) 883-1042
FAX: (409)883-1096
EMAIL: tanderson@orangetx.org

REQUEST FOR PUBLIC RECORDS

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:_____

EMAIL ADDRESS (if documents are available to be emailed):_____

INFORMATION REQUESTED

Please specifically list the requested information:_____

_____

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Signature: _____Date: _____

The information you requested for copying or inspecting may be protected information under the Texas Public Information Act, Government Code, Chapter 552, which may require a determination by the Legal Department as to confidentiality prior to its release. If you wish to receive a physical copy of the information requested, you will be charged 10 cents per page. Additional charges may be incurred for non standard copies or information collected on electronic medium. The Act does not require the City to create new information, compile data, do legal research, answer questions, or deliver electronic information in a particular file type.
UNDER THE TEXAS PUBLIC INFORMATION 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: _____