



City Secretary's Office  
 1400 Schertz Pkwy  
 Schertz, TX 78154  
 Phone: 210.619.1030  
 FAX: 210.619.1039

## Open Records Request Form

### Requestor Information

Last Name	First Name
E-mail(s)	Phone Number(s)
Street Address	City
State	ZIP Code
Signature	Date of Submission

**Information Request:** *Be as specific as possible. Failure to provide specific information will result in the delay of fulfilling your request. Please provide all information you have concerning your request.*

*Office Use Only*

Date and Time Received	Date and Time Released	
Received By	Released By	
Method	Page Count	Cost (\$)

*Direct your completed form to the City Secretary's Office. Thank you for signing and dating your Request.*