



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.*

Public information refers to information collected, assembled, produced or maintained in the course of transacting public business. Your request should be for documents or other information that is already in existence. Governmental bodies are NOT required to answer questions, perform legal research, or comply with a continuing request to supply information on a periodic basis as such information is prepared in the future.

Office Use Only

Request Number:			
Date and Time Received		Date and Time Released	
Received By		Released By	
Method	Page Count	Cost (\$)	
Distribute to Departments:			

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