



Office of the City Secretary Open Records Request

P.O. Box 129
Justin, Texas 76247
(940) 648-2541
(940) 648-1191 (fax)

Requester's Name

Date of submission of the request

If the records are open, reply to the citizen by

If there is a question as to whether the records are open, query the Attorney General by

Date the request was sent to departments

NOTE: Send the original to the city attorney, file the copy.

Deadline for departments to reply to the City Attorney

Date(s) the departments sent records to the City Attorney. (List each department's name and date.)

Department

Date

Department

Date

Department

Date

Date the staff member's name called the citizen to ask questions or explain extenuating circumstances.

Staff Member's Name

Date

Date the records were sent to the citizen

OR Date the records were picked up the citizen or her/his agent

NOTE: if someone picked up the records, ask the citizen or the Citizen's agent to sign an affidavit so stating.

If there was a question as to whether the records were open:

Date the letter was sent to the Attorney General

Deadline for the Attorney General's response

Date of receipt of the Attorney General's opinion

Date the Citizen was notified of the Attorney General's opinion

Date of final action on the request