



# Office of the City Secretary Open Records Request

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

Date of Submission of Request

Name

Street Address

Apt. No.

City

State

Zip Code

Mailing Address (If different from above)

Street No.

Apt. No.

P.O. Box No.

City

State

Zip Code

Telephone No.

Fax No.

Cell Phone No.

**Please list the records that you are requesting. List specific dates if possible. If this is not possible, please list beginning and ending dates.**

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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**