CITY OF CARROLLTON, TEXAS REQUEST FOR PUBLIC INFORMATION

RPI# _____

I, the undersigned, hereby request the custodian of the following described public records of the City of Carrollton, Texas, to promptly produce said records for inspection and/or duplication. I understand there may be charges assessed for duplication or access to such records and the City of Carrollton may require prepayment prior to preparation of the requested copies of such record. (General Services Commission charge schedule: 10ϕ per $8\frac{1}{2} \times 11/14$ page; 50ϕ per 11×17 page; \$1.00 per audio cassette; \$2.50 per video cassette; other charges are figured accordingly.)

[Complete form and fax to 972-466-3252 or mail to 1945 East Jackson Road, Carrollton, Texas 75006]

DATE OF REQUEST:	
NAME: (Please circle one (Mr., Mrs., Ms.):	
ADDRESS: (Please include Box and Suite #'s):	
CITY:	STATE: ZIP:
	YOU ARE REQUESTING I name(s). (Be sure to request documents; NOT ask questions)
CHECK ONE:	
(a) I request paper copies	(b) I request Electronic copies on VHS tapes/Audio Cassette/CD
(c) I request only to view at City Hall	(d) Other (Please explain in detail what you would like to do
SIGNATURE:	
SIGNATURE:	SIGNATURE FOR PICKUP: E BELOW THIS LINE – FOR CITY USE
SIGNATURE:	SIGNATURE FOR PICKUP:
SIGNATURE:	SIGNATURE FOR PICKUP: E BELOW THIS LINE – FOR CITY USE Due Date to City Sec
SIGNATURE: DO NOT WRIT Department Request Sent TO: Transmittal Date: DISPOSITION: (a) Documents Attached	SIGNATURE FOR PICKUP: E BELOW THIS LINE – FOR CITY USE Due Date to City Sec (b) No Documents Exist
DO NOT WRIT Department Request Sent TO: Transmittal Date: DISPOSITION: (a) Documents Attached (c) Need Clarification of Item #	SIGNATURE FOR PICKUP: E BELOW THIS LINE – FOR CITY USE Due Date to City Sec (b) No Documents Exist
DO NOT WRIT Department Request Sent TO: Transmittal Date: DISPOSITION: (a) Documents Attached (c) Need Clarification of Item # (e) Item # too broad in nature	SIGNATURE FOR PICKUP: E BELOW THIS LINE – FOR CITY USE Due Date to City Sec (b) No Documents Exist (d) Provided attached information for viewing.
DO NOT WRIT Department Request Sent TO: Transmittal Date: DISPOSITION: (a) Documents Attached (c) Need Clarification of Item # (e) Item # too broad in nature (f) Sent to City Attorney on (date)	SIGNATURE FOR PICKUP: E BELOW THIS LINE – FOR CITY USE Due Date to City Sec (b) No Documents Exist (d) Provided attached information for viewing. requesting Attorney General Ruling.
DO NOT WRIT Department Request Sent TO: Transmittal Date: DISPOSITION: (a) Documents Attached (c) Need Clarification of Item # (e) Item # too broad in nature (f) Sent to City Attorney on (date) (g) Response consists of over fifty pages/	SIGNATURE FOR PICKUP: E BELOW THIS LINE – FOR CITY USE Due Date to City Sec (b) No Documents Exist (d) Provided attached information for viewing.
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To be completed by City Secretary Department	
Number of Copies:	Receipt No.
Amount Due:	Date Picked Up:
Date Mailed/Emailed Notification Letter:	
Date Mailed/Emailed Documents Ready Letter:	
Certified Mail: Yes/No: Return Receipt Number:	
Certified Mail Receipt Returned Date:	
Date Requestor a No Show for Documents:	