

**City of Burleson, Texas
OPEN RECORDS REQUEST**

The City of Burleson fully supports the spirit of the Texas Public Information Act. To request copies of records, or to request the opportunity to view records belonging to any department of the City of Burleson, complete this form and submit it to the Office of the City Secretary. Please be specific when describing the record. For Police Department records, please provide all information known, such as name of person involved, date of incident, location, offense, etc.

We will gather the information, review it and have a response for you within the time period prescribed by law.

Date of Request: _____

Description of Record: _____

Cost of Copies: Charges for standard paper copies are \$.10 per page.
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Signature: _____

Printed Name: _____

Address: _____

Phone: _____

For Office Use Only

DATE OF COMPLETION _____

OF COPIES PROVIDED _____

Front Desk _____ Mailed _____ Faxed _____