



City of Melissa

3411 Barker Avenue
Melissa, TX 75454
Tel (972) 838-2338
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REQUEST FOR PUBLIC RECORDS

E-mail to City Secretary: lbannister@cityofmelissa.com or FAX # 972-837-2452
Mail to: City of Melissa, City Secretary's Office, 3411 Barker Avenue, Melissa, TX 75454

Date: _____ Telephone Number: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

SIGNATURE: _____

Information requested under the Texas Open Records Act, Texas Government Code, Chapter 552.
(PLEASE BE SPECIFIC, OR CLARIFICATION WILL BE REQUIRED.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Copies will be \$.10 for each page up to 50 pages. For 50 or more pages, the charge shall be \$.10 for each page plus personnel time. (Standard size copies, nonstandard size copies are more)(Per Texas Administrative Code; General Services Commission, Chapter 111, Subchapter C, Rule §111.63)

ACTIVE RECORDS MUST EXIST; NO COMPILING OR CREATION WILL BE MADE.

INFORMATION REQUIRING EXTENSIVE RESEARCH WILL BE CHARGED \$15.00 PER HOUR.

DO YOU WISH TO BE NOTIFIED OF THE ESTIMATED TIME FOR RESEARCH? YES NO

ARE YOU WILLING TO PAY FOR THE NECESSARY TIME TO RESEARCH THIS REQUEST? YES NO

IF NO PLEASE EXPLAIN: _____

THE CITY WILL STRIVE TO FURNISH ALL INFORMATION THAT IS APPROVED WITHIN TEN (10) WORK DAYS DEPENDING UPON THE WORK LOAD OF EMPLOYEES AND COMPLEXITY OF ITEMS REQUESTED.

Office Use Only:

APPROVED BY: _____ DATE: _____

INFORMATION AVAILABLE FOR REVIEW OR PICKUP ON: _____

COPIES PICKED UP BY _____ ON _____ COST \$ _____