



OPEN RECORDS REQUEST

P.O. Box 969 • Granbury, TX 76048

Street Address: 116 W. Bridge St.

817-573-1114 • Fax 817-573-8291

All requests for records must be legible. The City of Granbury, or anyone affiliated with the City of Granbury, will not be held responsible for failure to fill a request if it cannot be read. Possible charges may be involved with each request.

PLEASE TYPE OR PRINT ALL INFORMATION

NAME:		DATE:
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:	PHONE:	FAX:

Include enough description and detail about the information you are requesting to enable the governmental body to accurately identify and locate the item requested (i.e., name of records you are requesting; specific date of record; beginning and ending dates, etc.)

DETAILED DESCRIPTION OF REQUESTED RECORD

(CHECK ONE)

- I request paper copies.
- I request only to view at City Hall.
- I request copies emailed to the address above, if possible.

TO BE COMPLETED BY THE CITY

DATE RECEIVED: _____ DATE DISCLOSED TO REQUESTOR: (DATE/ TIME) _____
 FEE DUE:\$ _____ FEE PAID:\$ _____ RELEASED BY: _____