



# City of Melissa

3411 Barker Avenue

Melissa, TX 75454

Tel (972) 838-2338

Fax (972) 837-2452

## REQUEST FOR PUBLIC RECORDS

E-mail to City Secretary: [lbannister@cityofmelissa.com](mailto: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.)*

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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 \$ \_\_\_\_\_