



# City of Melissa

PO Box 409  
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, 901 State Highway 121, P O Box 409, Melissa, TX 75454

Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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.**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**INFORMATION AVAILABLE FOR REVIEW OR PICKUP ON:** \_\_\_\_\_

**COPIES PICKED UP BY** \_\_\_\_\_ **ON** \_\_\_\_\_ **COST \$** \_\_\_\_\_