



REQUEST FOR DISCLOSURE OF RECORDS

200 North 12th Street

Corsicana, Texas 75110

903.654.4803

Fax: 903.654.4999

E-mail: mreed@ci.corsicana.tx.us

Date of Submission of Request: _____

PERSON REQUESTING INFORMATION: _____

REPRESENTING FIRM OR COMPANY: _____

MAILING ADDRESS: _____ Email Address: _____

City _____ **State** _____ **Zip** _____

PHONE: _____ FAX NO. _____

DESCRIPTION OF REQUESTED RECORDS (Please be specific): _____

APPROVAL FOR RELEASE OF RECORDS (To be completed by City)

ROUTED TO: _____ DATE RECEIVED: _____

DEPT: _____

ACTION TAKEN:

APPROVAL MUST BE GIVEN BEFORE RELEASE

Department Head

City Manager

Please use this form to request records from the City of Corsicana. Requests for police records are to be submitted to the Police Department, Attn: Police Records Clerk. In accordance with the Public Information Act, records will be provided within 10 business days unless considered confidential by law. Every effort is made to expedite all requests for disclosure of public records; however, due to personnel demands and schedules, there are instances when the disclosure of records may take the full amount of time allowed by law. There is a charge for copies of public records. A copy of the City's fee schedule is available upon request. If you have any questions, please call Marilyn Reed at 903.654.4803.