

City of Brookside Village

6243 Brookside Road
Brookside Village, TX 77581-2045

Office: 281-485-3048

Fax: 281-485-9551

Open Records Act Request

Date: _____

I request to obtain copies of the following document(s): _____

This is a request under the **Texas Open Records Act**, Chapter 552 of the Government Code (formerly V.T.C.S Article 6242) as well as Article I, Section 8, of the Texas Constitution, the First Amendment of the United States Constitution, the common law of the State of Texas, and any statute providing for public access to government information.

Copies will be made at the time of your request if time allows. The city has ten (10) business days from the time of receipt of your request to respond to the request.

Print your first and last name.

Phone Number

Company / Name

Fax Number

Full Address

Signature

I am prepared to pay reasonable costs for copying, within the guidelines set by Sections 552.261, 552.262, 552.267, 552.268, and 552.269.