

State of Texas  
County of Hill  
City of Hubbard

Request Received by Mail \_\_\_\_  
Request Received in Person \_\_\_\_

**APPLICATION FOR INFORMATION UNDER TEXAS OPEN RECORDS ACT  
TO  
CITY SECRETARY – RECORDS MANAGEMENT COORDINATOR**  
Phone: 254-576-2576 ext 24 / Fax: 254-576-2421  
118 N Magnolia, Hubbard, Texas 76648

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone Number: Preferred \_\_\_\_\_ Alternate \_\_\_\_\_

**Documents Requested:**

**Provide as much information as possible to accurately describe the information and/or document(s) you are requesting, please use the back of this form for additional space:**

*NOTE: Certain exceptions to disclosure exist under the Texas Open Records Act to protect against the disclosure of confidential or privileged information. If it appears that an exception to disclosure exists, an opinion will be sought from the Attorney General's Office within ten (10) days from receipt of request.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_ Applicant picked up information                      Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Person who picked up information                      Signature

Official City of Hubbard use only

\_\_\_\_ Request approved                      \_\_\_\_ Mailed to Applicant                      Date: \_\_\_\_\_

\_\_\_\_ Faxed or Emailed to Applicant

\_\_\_\_ # of Pages x Fee Schedule = \$ \_\_\_\_\_                      Paid:    \_\_\_\_ Cash  
Postage (if any) \$ \_\_\_\_\_    \_\_\_\_ Money Order # \_\_\_\_\_  
Total Cost: \$ \_\_\_\_\_    \_\_\_\_ Check # \_\_\_\_\_

\_\_\_\_ PENDING AN OPINION FROM THE TEXAS ATTORNEY GENERAL'S OFFICE

\_\_\_\_ DATE SENT TO AG OFFICE

\_\_\_\_\_  
OFFICIAL SIGNATURE