

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