

# REQUEST FOR PUBLIC RECORDS

(If printed, please submit this form to the Corpus Christi City Secretary, P.O. Box 9277, Corpus Christi, TX 78469)

## Requestor Contact Information - (City communication to Requestor will be via email if practical)

E-mail Address:

First Name:

Last Name:

Company/Organization:

Mailing Address:

City:

State:

Zip Code:

Phone Number:

## Description of the Requested Records

Describe the records as precisely as you can, and if possible, list the City department(s) that possess the records.

**Date Range:**

From:

to:

**Expedited Release** - Do you agree to the redaction or withholding of confidential or privileged information without requesting an Attorney General decision? **Yes**

The release of information may be delayed up to 55 business days if you choose "NO" to the Expedited Release.

The Public Information Act does not require governmental bodies to create new information, perform legal research, or answer questions. The request must ask for records or information already in existence. The City of Corpus Christi is not required to comply with a standing request for records to be collected or prepared in the future.

If the records request is unclear or if a large amount of records are requested, you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested records. Records will not be released until any applicable fees have been paid.