



**Brazoria County Engineer's Office**  
 451 North Velasco, Suite 230 - Angleton, Texas 77515  
 (979) 864-1265 Telephone - (979) 864-1270 Fax

## REQUEST FOR OPEN RECORDS

<b>NAME:</b>	<b>PHONE NUMBER:</b>
<b>MAILING ADDRESS:</b>	
<b>CITY:</b>	<b>STATE:      ZIP:</b>
<b>DATE OF REQUEST:</b>	<b>SIGNATURE OF PERSON MAKING REQUEST:</b>

Please identify the records requested as specifically as possible. If possible, please include record titles and dates, as well as the names of city/county agencies or departments which produced or hold the records.

**Print / Type Name / Description of Requested Record / Title / Date: (Be as specific as possible)**


**I request to (please check all that apply):**

- Inspect the records named/described
- Make notes from the records name/described
- Obtain copies of some of the records named/described
- Obtain copies of all records named/described

**If records are not immediately available, how do you wish to receive a response ?**

- Call me to discuss.
- Fax to me. \_\_\_\_\_
- Email me. \_\_\_\_\_
- Send by mail to the address above.
- I will contact this office in person.

*To be completed by Records Custodian*

**Charges:** A charge for providing copies of public records is authorized by state law and has been established by the County governing body.

**Copy Charge = \$0.10 per page + labor + overhead**

**OS Maps = \$ 5.00**

The charge to you for copy(s) of the record(s) you requested is: \_\_\_\_\_ copies = \$ \_\_\_\_\_.

**Date Received:** \_\_\_\_/\_\_\_\_/\_\_\_\_      **Date:**     Issued     Denied \_\_\_\_/\_\_\_\_/\_\_\_\_

If denied, please state reason: \_\_\_\_\_

<b>Processed By:</b>	<b>Received By:</b>
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