



CITY OF ROCKWALL

at Rockwall City Place

Open Records Request

Date of Submission of Request: _____

Please Print:

Name

Address Apt. No.

City State Zip Code

Area Code and Telephone Number

IMPORTANT: The above information is required and an open records request cannot be completed without it.

Note: The Texas Public Information Act does not require a governmental body to create new information, to do legal research, or to answer questions. The request must ask for records or information already in existence. The governmental body has 10 business days within which to respond to the request. The governmental body may collect the prescribed by law or regulation for the requested documents. If a fee is not prescribed by law or regulation, the fee shall be the actual cost of duplicating the record.

Please list the records you are requesting and specific dates, being as detailed as possible. If this is not possible, please list beginning and ending dates of the records you are seeking.

