

REQUEST FOR INFORMATION & PUBLIC RECORDS

CITY SECRETARY'S OFFICE

146 W. McCart, Krum, TX 76249

PO Box 217, Krum, TX 76249

Phone: (940) 398-7305 Fax: (940) 482-3020

Complete this form & either email to lcabrera@cityofkrum.com, fax it, mail to Office of City Secretary, or submit in person at City Hall. There may be a charge for records requested. All requestors will be informed of any price associated with request.

Date of Request: _____

Requested by: _____

Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

How you would like to receive your records: _____

Information or Public Records Requested (BE SPECIFIC to dates, time periods, & document names). If requesting an Accident Report - two (2) of the following must be provided: Date of Accident; Name of persons involved; and/or Specific location of accident (attach additional pages if needed) Accident Reports are \$6.00 per report:

Signature

Date

OFFICE USE ONLY

- Date Received: _____
- _____ Records Immediately Available
- _____ Duplicate Provided
- _____ Request for Record Denied
- _____ Discussed w/City Attorney

- Date Processed: _____
- _____ Reviewed in Office
- _____ Record in Storage
- _____ Discussed w/Department Head
- _____ Consider Exception to Disclosure

Staff Comments: _____

