

TITUS COUNTY TEXAS-County Auditors's Office

PUBLIC INFORMATION REQUEST FORM

This form is available online at www.co.titus.tx.us under the County Auditor Section and may be printed, completed, and faxed to: (903) 572-1467; or emailed to: auditor@co.titus.tx.us or mailed to Titus County Auditor, 100 W. 1st Street, Suite #106 Mt. Pleasant, Texas 75455.

Requestor _____ Date of Request _____

Street Address _____ Phone Number _____

City/Zip Code _____ Fax Number _____

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of Titus County Texas, Mt Pleasant, Texas

(Please be specific as to exactly what information you are requesting and the format desired for the information.)

Please select one:

_____ I wish a copy of the requested information. I understand that I must pay ten cents (\$.10) for standard size paper copies. Information copied onto nonstandard-sized paper, cassette tapes, or computer disks will require additional charges.

_____ I will pick up the copies. Please call me at the telephone number listed above when they are ready.

_____ I do not want copies but wish to inspect the originals of the requested information. Please contact me at the telephone number listed above to schedule a time when the records will be available for viewing.

In making this request I understand:

- that Titus County is under no obligation to create a document to satisfy my request or to comply with a standing request for information
- items expressly confidential under law will not be disclosed (refer to the Public Information Handbook, office of the Attorney General for more information:
- that Titus County will contact me in the manner indicated above regarding my request within approximately ten (10) days.
- That in the event that clarification is needed in order to fulfill this request the ten (10) days begins when complete clarification is received.

Signature of Requestor

FOR COUNTY USE ONLY

Date Received: _____ Received by (employee): _____

Action taken by County in obtaining information:

Date information released: _____ Employee releasing information: _____