City Secretary's Office

Request for Public Information

Phone: (979) 764-3541
Fax: (979) 764-6377

CITY OF COLLEGE STATION
Home of Texas A&M University®

Contact Information

Email
pubrequest@cstx.gov

Mailing Address
City Secretary's Office
PO Box 9960
College Station, Texas 77842

Office Address
1101 Texas Avenue
College Station, Texas 77842

How do I submit an Open Records Request?

All Open Records request MUST be in writing and:

- Reasonably identify the records needed
- Include contact information for the person requesting the records
- Be received by the City Secretary, the official custodian of records for College Station

There is not a specific form required for submitting requests. This form has been provided for your convenience and when submitted by email does not need to be signed. When using this form you should save, then complete, save it again, and attach it in an email to Pubrequest@cstx.gov

The request may be sent by email, physical mail, hand delivered, or fax. The contact information for the City is listed above.

CONTACT INFORMATION FOR REQUESTOR

Name: _____
FULL NAME

Mailing Address: _____ _____ _____ _____
STREET CITY STATE ZIP

Email: _____ Phone: _____ Fax: _____

☐ **If possible, please send the requested information to the following Email:** _____

INFORMATION REQUESTED

Please specifically list the requested information, including names, dates, and case numbers, if known:

_____
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The information you requested for copying or inspecting may be protected information under the Texas Public Information Act, Government Code, Chapter 552, which may require a determination by the Legal Department as to confidentiality prior to its release. If you wish to receive a physical copy of the information requested, you will be charged 10 cents per page. Additional charges may be incurred for non standard copies or information collected on electronic medium. A deposit or bond shall be required if the estimated charges exceed $100.00. The Act does not require the City to create new information, compile data, do legal research, answer questions, or deliver electronic information in a particular file type.

_____ _____
REQUESTOR'S SIGNATURE (Not Required for Electronic Submission) **DATE**