



Delia Briones
Office of the County Clerk

Accounting Division
Freedom of Information Act
Request Form

Requestors Information:

Requestors Name: _____ (Please print clearly)

Preferred Contact Method: _____

Requestors Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Amount not to exceed: _____ (Payment will be due prior to information being released)

Information Requested:

Type of Record Requested: _____

of copies being requested: ____ Method of delivery: ____ Pick up ____ Email ____ US Mail ____ CD

Please described in detail the specific range of information requested (Names, Events, Department)

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*** Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall **promptly** release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

*** The County Clerk's office is **NOT** the custodian of environmental and tax records