



City of Columbus

605 Spring Street
Columbus, Texas 78934
979.732.2366

OPEN RECORDS REQUEST

Please fill out the Open Records Request form below to request public information. The City of Columbus accepts Open Records Requests in any legible format; this form is intended to be a guide to help expedite requests.

*Retain a copy of this form for your records. Call 979-732-2366 for questions about this form.

Open Records Requests should contain the following information:

Please input your contact information below. Required fields are marked with an asterisk (*).

* Name: _____

Company/Organization: _____

* Mailing Address: _____

* City: _____ * State: _____ * Zip Code: _____

* Phone Number: _____ Fax Number: _____

E-Mail Address: _____

*** Provide information about the records being requested (Please be as specific as possible).**

All City of Columbus records are available for public view unless one of the exceptions to disclosure listed in the Public Information Act applies. Government Code Chapter 552 - Public Information, lists the exceptions. Some types of information that may be kept confidential include:

- Private, personal information such as certain financial or medical information;
- Certain law enforcement information, which may include the identity of informers;
- Complainant's identity;
- Some information related to ongoing litigation;
- Proprietary information submitted by regulated entities;
- Confidentiality of certain personal information maintained by a municipality pertaining to a minor;
- Attorney-client (privileged)

Once the City of Columbus receives your payment, we will supply you with the documents requested.

Signature

Date