

Records Management

DATE: _____

To: Custodian of Records, Tyler County Sheriff's Office

Subject: Request of Records pursuant to Texas Public Information Act

REQUEST FOR RECORDS MUST BE DETAILED AND SPECIFIC TO ALLOW THE CUSTODIAN OF RECORDS TO IDENTIFY THE REQUESTED DOCUMENTS. IF THE CUSTODIAN IS UNABLE TO SPECIFICALLY IDENTIFY THE REQUESTED DOCUMENTS/RECORDS/RECORDINGS, IT MAY NOT BE POSSIBLE TO COMPLY WITH YOUR REQUEST. THE REQUESTED INFORMATION MAY NOT BE AVAILABLE AT THE TIME OF YOUR REQUEST BECAUSE IT MAY BE AN ACTIVE/PENDING CASE THAT IS STILL UNDER INVESTIGATION. WE WILL ATTEMPT TO MAKE THE MATERIAL AVAILABLE TO YOU AS SOON AS POSSIBLE, BUT NO LATER THAN TEN (10) DAYS FROM TODAY'S DATE. IF THE REQUESTED IS NOT AVAILABLE, YOU WILL BE CONTACTED EITHER BY MAIL OR PHONE BY SOMEONE FROM THIS OFFICE.

I, _____(print full name) hereby submit this written request to the Custodian of Records, Tyler County Sheriff's Office, for the following records information:

Case No _____

Date or dates of incidents or calls _____

Name and address of person or persons that made the call _____

Specific type of information requested: _____

*****I HEREBY AGREE TO PAY THE COST, AS ESTABLISHED BY THE TEXAS PUBLIC INFORMATION ACT RULES, RELATED TO PRODUCING THESE RECORDS, WHICH MAY INCLUDE THE COST OF MATERIALS, LABOR AND OVERHEAD.*****

Signature _____ phone number _____

Mailing Address _____

Email Address _____