In order to provide the information that you are requesting, the City of Tyler asks that you fill out this records request form. As mandated by State law, there will be a charge for copies. Originals of official records may not be taken out of the building or area of custody.

NOTE: If requested information is deemed to be confidential under the Public Information Act (if applicable) then the City shall seek an opinion from the Texas Attorney General as permitted by State law.

1. Information requested and date ranges (if applicable). Please be as specific as possible.
   NOTE: The City does NOT need the reason why you are asking for this information.

<table>
<thead>
<tr>
<th>Department</th>
<th>Information Requested</th>
<th>Start Date</th>
<th>End Date</th>
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2. Copies requested? Check one of the following:

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<th>NO</th>
<th>I wish to inspect the requested record(s).</th>
</tr>
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<tbody>
<tr>
<td>YES</td>
<td>If yes, how many copies? Enter number of copies here:</td>
</tr>
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   NOTE: Inspection may not be possible as some documents may contain both confidential and open information.

   NOTE: Charges for standard size paper copies are ten cents ($0.10) per page (up to fifty (50) pages). Charges vary for non-standard and specialty copies.

3. Please provide your name and telephone number for contact purposes. This contact information is necessary in the event the City seeks an Attorney General Opinion or has further questions while processing this records request.

   Printed Name
   Signature

   Street
   City
   State
   Zip Code

   Area Code
   Telephone Number
   Email (optional)

*********** For Department Use Only ***********

Date Received
Department
Name

7/27/2010 **Form 3-72**