

Blanco County South Library District

James A. and Evelyn Williams Memorial Library

1118 Main Street

Blanco, Texas 78606

TELEPHONE (830) 833-4280

FAX (830) 833-2680



OPEN RECORDS - PUBLIC INFORMATION REQUEST FORM

Requestor Contact Information

First Name:	Last Name:		
Company/Organization:			
Mailing Address:			
City:	State:	Zip Code:	Phone Number:
E-mail Address:			

Information Requested (Please be as specific as possible and attached additional sheets as necessary.)

Please Select One:

- I request a digital copy to be sent to the above email address.
- I request paper copies (see note about associated expenses)
- I request to physically inspect the documents in person (appointment time **must** be scheduled at least two business days in advance)

PLEASE NOTE: There may be a charge for providing copies or access to public information. Authority for these charges may be found in Chapter 552, Texas Government Code. A list of possible charges are found in Title 1, Chapter 70 of the Texas Administrative Code. If the cost of responding to your request exceeds \$40, we will provide you a written estimate of charges. You must respond to the written estimate charges within 10 days or your request will be considered withdrawn. If the cost of responding to your request exceeds \$50, we will require prepayment.

Affirm the Following: I consent to have certain identifying information protected under Common Law such as, but not limited to, social security numbers, driver's license numbers, home addresses, personal phone numbers, home phone numbers, and dates of birth redacted. *Withholding consent may delay processing of this request by at least 45 business days while the Library seeks an Attorney General's Opinion regarding release of information.* Yes No

Requester Signature

Date

OFFICE USE ONLY:		
Request #	Date Received:	Method of Receipt:
Action Taken:	Fees:	Method of Payment:
Library Director Signature:	Requester Confirmed Receipt:	