



City of Garden Ridge

9357 Schoenthal Road
Garden Ridge, Texas 78266-2600
(210) 651-6632
Fax (210) 651-9638

OPEN RECORD REQUEST

Person requesting information:

Name

Address

Telephone Number with area code

Representing: _____

Requested from which Department: _____

Describe information requested:

Signature

Date

Note:

1. If the information requested is not immediately available, you will be notified of a time to obtain the information within ten days.
2. Original copies of records may not be removed from City offices.
3. The fee for copies of documents is \$0.10 per sheet.
4. Information requested in compiled form might require you or City staff to research uncompiled records.

FOR CITY USE ONLY

Employee receiving request form: _____

Date received: _____

Information supplied: _____

Employee: _____

Comments: