



CITY OF BIG SPRING OPEN RECORDS REQUEST FORM

TO: OFFICE OF THE CITY SECRETARY
310 Nolan
Big Spring, TX 79720
Phone # - 432-264-2514
Fax # - 432-263-8310
E-mail dmoore@mybigspring.com or tdavis@mybigspring.com

_____ Date Received

Date Submitted: _____

Contact Phone No.: _____

Name of Requestor: _____

Indicate your preferred avenue to receive a response to your request (based on availability).

Address: _____

If records are mailed, cost of postage
will be added to total charges.

If records are available electronically,

E-Mail: _____

Fax: _____

Requestor will pick up at City Secretary's Office: _____

Description of information requested (please be specific):

FOR OFFICE USE ONLY:

Date of Response: _____

By fax, email, or hard copy (circle one)

Amount charged for copies (if applicable): _____

Amount charged for labor (if applicable): _____

Return this form along with any backup to the City Secretary's Office after the open records request is completed.

