



Trinity Bay Conservation District

P.O Box 599 Stowell, Texas 77661, Tel (409) 296-3602, Fax (409) 296-1055

OPEN RECORDS REQUEST

Please Print (* denotes required information)

First Name*

Last Name*

Company Name/Organization

Mailing Address*

City*

State*

Zip Code*

E-mail Address*

Area Code and Telephone Number*

Please list the records you are requesting and specific dates, being as detailed as possible. *

Under the Public Information Act, some categories of information do not have to be released. Exceptions to disclosure fall into two general categories: 1) mandatory exceptions that make information confidential and require a governmental body to withhold information, and 2) discretionary exceptions that allow but do not require a governmental body to withhold information. You may find information about mandatory and discretionary exceptions at <https://www.texasattorneygeneral.gov/open-government/members-public/confidential-information-under-public-information-act>

Please Note: There may be charges associated with production of the requested information. You may find more information regarding the charges under the Public Information Act at <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/charges-public-information>. An invoice will be prepared and sent to the Requestor for approval.

Note: The Texas Public Information Act does not require a government body to create new information, to do legal research, or to answer questions. The request must ask for records or information already in existence.

The Open Records Request may be mailed, hand delivered to our office, or it may be emailed to the General Manager, Jerry Shadden at jerry@tbcd.org.

(FOR OFFICE USE ONLY)

Request Received By: _____

Date: _____