



**TOWN OF LAKESIDE**  
**9830 Confederate Park Rd**  
**Lakeside, TX 76108**  
**817-237-1234 Fax: 817-238-9187**

**Open Records Request Form**

All request must be in writing and directed to the Town of Lakeside at the address above, either in person, by email, email or by fax. Requests for police records are to be submitted to the Attn: Chief of Police. All other requests are to be submitted to the Attn: City Secretary. Every effort is made to expedite all requests for disclosure of public records; however, due to personnel demands and schedules, there are incidents when the disclosure of records may take the time allowed by law. Payments for fees can be made via check, money order, credit card or cash. All request on this form are submitted and received under the Texas Open Records Act, Texas Government Code Chapter 552.

**Requestor's Information:**

Name:		Phone:	
Address:		Email:	
City, State:		Zip:	

Please provide information about the records you are requesting, being as specific as possible. Clarifications may be requested, resulting in a delay of delivery. If additional space is needed, please attach additional page(s).

**If City Records are being requested, please provide detailed information below:**


**If Police Records are being requested, please complete the following section:**

Incident/Accident Report Number		Date of Incident/Accident	
Location of Incident/Accident			

Please provide information about the records you are requesting, being as specific as possible. Clarifications may be requested, resulting in a delay of delivery. If additional space is needed, please attach additional page(s).


**Fees:** By submitting this request, I understand and agree to pay for my request based on the following fee schedule. I also understand that if the total cost is greater than \$40.00, an itemized statement will be provided in advance of the request being processed:

- \$0.10 per page side under 50 page sides or \$18.00 per hour plus \$0.10 per page side over 50 page sides; oversized paper \$0.50 per page side; specialty paper actual cost.
- Accident / Incident Report: \$6.00 (NOTE: Victims of a crime do not have to pay for a copy of the report)
- Electronic Data: CD \$1.00 DVD \$3.00

Requestor's Signature:		Date		Amount Charged:	\$
Received by:		Date/Time		Amount Paid	\$
Prepared by:		Date/Time		Received by	

Following 2 notifications or attempts to notify the requestor that the report(s) are available for pick-up - the document will remain of file in the Records Department according to the Retention Schedule as required by law.

Notification tracking		Date/Time		By	
Notification tracking		Date/Time		By	