



**REQUEST FOR DISCLOSURE OF RECORDS**  
200 North 12th Street  
Corsicana, Texas 75110  
903.654.4803  
Fax: 903.654.4999 or E-mail: opraytor@ci.corsicana.tx.us

Date of Submission of Request: \_\_\_\_\_

PERSON REQUESTING INFORMATION: \_\_\_\_\_

REPRESENTING FIRM OR COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX NO. \_\_\_\_\_

DESCRIPTION OF REQUESTED RECORDS (Please be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPROVAL FOR RELEASE OF RECORDS (To be completed by City)**

ROUTED TO: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

DEPT: \_\_\_\_\_

ACTION TAKEN:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVAL MUST BE GIVEN BEFORE RELEASE

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
City Manager

You may use this form to request records from the City of Corsicana. Requests for police records are to be submitted to the Police Department, Attn: Police Records Clerk. In accordance with the Public Information Act, records will be provided within 10 business days unless considered confidential by law. Every effort is made to expedite all requests for disclosure of public records; however, due to personnel demands and schedules, there are instances when the disclosure of records may take the full amount of time allowed by law. There is a charge for copies of public records. A copy of the City's fee schedule is available upon request. If you have any questions, please call Olivia Praytor at 903.654.4803.