

Address: 1334 SH 21 East
Caldwell Texas, 77836

Phone: 979-567-4343

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Sheriff William 'Bill' Rios

OPEN RECORDS ACT/REQUEST FOR INFORMATION

The following specified records are requested under the *Open Records Act*. The person requesting release of the specified records affirms that the records are not to be disseminated and assumes all liabilities either civil or criminal. **NOTE:** Records involving active investigations or cases not currently disposed of by the court having jurisdiction may **NOT BE RELEASED**. Some records may be subject to release only by execution of subpoena.

Name: _____ **Date:** _____ **Phone:** _____

Address: _____
_____ **City** _____ **State** _____ **Zip** _____

I would like records by **E-Mail:** _____

I would like records by **Mail:** _____

Burleson County Sheriff's Office:

Under the Texas Public Information Act 6252-17a et seq., I am requesting an opportunity to inspect or obtain copies of public records that contain: (describe the records or information sought with detail. Example: Date of incident, Location, etc..)

Case#: _____

The Texas Public Information Act requires that the records be "promptly produced" within 10 business days.

Received by: _____ Date: _____

Completed by: _____ Date: _____

Note: **ALL RECORDS** requested will be required a fee:

- Pages: \$1.00 per page
- DVD: \$3.00 per disk
- Photographs: \$1.25 each
- Flash Drive: \$14.00 each
- Labor Hours: \$15.00/Hr
- Postage (if mailed)- Varies

When form is completed email to: **Lsowers@burlesoncounty.org**