



**CITY OF BIG SPRING  
OPEN RECORDS  
REQUEST FORM**

TO: OFFICE OF THE CITY SECRETARY  
310 Nolan  
Big Spring, TX 79720  
Phone # - 432-264-2513  
Fax # - 432-264-2387  
E-mail - [tdavis@mybigspring.com](mailto:tdavis@mybigspring.com)

\_\_\_\_\_ Date Submitted

Name of Requestor: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_

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: \_\_\_\_\_

Amount charged for copies (if applicable): \_\_\_\_\_

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

Amount charged for labor (if applicable): \_\_\_\_\_