



**COMANCHE COUNTY ELECTIONS
OPEN RECORDS REQUEST**

Phone: 254-979-9578

Fax: 325-356-5764

Email: elections@co.comanche.tx.us

Mail: 101 W Central Ave B102

Comanche, Tx 76442

Request for examination, inspection, and/or copies of public information from Comanche County Elections must be in written form. You may use this form, send an email with all the requested information, or provide a hand written request delivered to our office, sent by fax, or email.

Our office will provide the information requested in accordance with Section 552.221 of the Texas Government Code.

Person requesting information: _____

Telephone #: _____

Mail Address: _____ City: _____ Zip: _____

Specific description of item (s) requested:

How would you like to receive your request? _____ Paper _____ Electronic

Format requested: CSV _____ PDF _____ Other: _____

Associated Fees: Include charges for time and supplies used. Purchase may NOT be returned. Data put on a flash at your request may not be readable. **There is no charge for the first 9 pages, the tenth page is \$1.00 and each additional page is \$.10 (ten cents). Paper \$.10 per page after 9 pages + \$2.00-\$5.00 for Binder, Electronic & Email \$10.00, & Flash Drives \$10.00.** Should your request exceed \$50.00 production and labor cost, you will be given an estimate within ten (10) days of your original request. All associated cost must be paid in advance prior to the production.

Response to your request will be provided under the guidelines of the Texas Open Records Act.

Signature of person requesting

Date

Signature of person receiving request

Date