



## Open Records Request City of Camp Wood

All records of public bodies and public officials are open to any person for inspection, copying, or mechanical reproduction during regular business hours. The Open Records Act does not apply to records specifically required by law to be kept confidential. The public bodies will provide prompt, reasonable access to its records but may establish reasonable procedures to protect the integrity of its records and to prevent excessive disruption to its essential functions.

To submit an open records request please fill out the information below. Your request will be reviewed and you will be contacted with further details on how to collect the materials requested.

### Submit Your Request Below:

\*Name:  
\*Address:  
\*Telephone:  FAX:  \*E-mail:   
Firm:  
Purpose:

- \* Required Field  
\*\* Please check box and email any attachments to [cityhall@swtexas.net](mailto:cityhall@swtexas.net)

**Requester Signature:**

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If you have questions or would like to speak to a member of the City Secretary's staff call 830-597-2265 or email [cityhall@swtexas.net](mailto:cityhall@swtexas.net)

# Fees

The Texas Open Records Act provides any public body may establish fees under this Act. [Complete list of fees](#)

## Common Charges

- \$.20 Copies per page (letter/legal document)
- \$.25 Copies per color page and/or maps and graphics
- \$10 CD
- \$6 Notary First Signature; \$1 for each additional signature
- \$2 Fax; \$1 each additional page
- \$4 Email
- \$4 mailing or shipping (plus postage)