



TARRANT COUNTY EMERGENCY SERVICES DISTRICT NO. 1

4900 River Oaks Boulevard, River Oaks, Texas 76114 • (682) 463-7215 • www.tarrantesd1.org

RECORDS REQUEST FORM

Date of Request: _____

Records Requested: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Additional Details of Request:

Requestor Information:

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Preferred Method of Receiving Records:

☐ Email ☐ Mail

"Requests for records will be processed in accordance with the Texas Public Information Act. Certain information may be confidential or excepted from disclosure as provided by law."

FOR OFFICE USE ONLY

Date Request Received: _____

10-Day Deadline: (§552.301) _____

AG Decision Requested: ☐ Yes ☐ No

AG Request Sent Date: _____

Date Information Due: (§552.221) _____

Date Request Closed: _____

Staff Reminder: Texas Government Code §552.301 requires that a request for an Attorney General decision be made no later than the 10th business day after receipt of a written request if information may be withheld. Texas Government Code §552.221 requires prompt production of public information or scheduling of availability.