



**Texas House of Representatives Video/Audio Services**

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**Open Records Request Form**

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\_\_\_\_\_ **audio (mp3)**                      \_\_\_\_\_ **video (mp4)**                      \_\_\_\_\_ **documents (tape logs & minutes)**

Bill #:	Session:	
House Committee Name:		
House Committee Meetings:		
Date 1:	Date 2:	Date 3:
House Floor Debate:		
2nd Reading Date:	3rd Reading Date:	
Notes:		

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**TEXAS PUBLIC INFORMATION ACT - SUBCHAPTER E. PROCEDURES RELATED TO ACCESS**  
**§ 552.221. Application for Public Information; Production of Public Information**

(a) An officer for public information of a governmental body shall promptly produce public information for inspection, duplication, or both on application by any person to the officer. In this subsection, "promptly" means as soon as possible under the circumstances, that is, within a reasonable time, without delay.

(d) If an officer for public information cannot produce public information for inspection or duplication within 10 business days after the date the information is requested under Subsection (a), the officer shall certify that fact in writing to the requestor and set a date and hour within a reasonable time when the information will be available for inspection or duplication.

\_\_\_\_\_  
Signature of requestor

\_\_\_\_\_  
Date