



North East Texas Regional Mobility Authority  
1011 Pruitt Place  
Tyler, TX 75703

## OPEN RECORDS REQUEST FORM

1. APPLICANT INFORMATION – All sections are to be completed by applicant.

APPLICANT NAME: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

2. RECORDS REQUESTED – Please be specific in describing the records being requested. Attach additional pages if needed.

Records format preferred:  Electronic (pdf)  Printed hard copy  
Delivery Method preferred:  Hand Pick-up  Mail

3. APPLICANT SIGNATURE: \_\_\_\_\_

Items expressly confidential under law will not be disclosed. Refer to Public Information Handbook at [www.oag.state.tx.us](http://www.oag.state.tx.us) for more information. Requested information will normally be provided within 10 business days. For large requests, please allow 30 business days. Copy charges will apply for all Open Records Request information released.

4. FORM SUBMITTAL – Submit completed form to:

Colleen Colby  
Director of Communications & Admin.  
1011 Pruitt Pl.  
Tyler, TX 75703  
Colleen.Colby@netrma.org

For NET RMA use:  
ORR Record #: \_\_\_\_\_  
Date Rec'd: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
No of Files / Pages: \_\_\_\_\_