



300 E. Main Street | El Paso, TX 79901 | 915.887.2600 | Borderplexjobs.com

## OPEN RECORDS REQUEST

Date of Request: \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Records being requested:

*Please be as descriptive and specific as possible. Include time frames, names, projects or programs, etc., and/or any other information that will help us narrow down the request and provide it to you in a timely manner. This will help us in locating the record(s) quickly and assessing any exceptions or fees that may apply.*

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### Preferred method to receive records:

- E-mail       Fax       Pick-up copies (charges may apply)
- Regular mail (charges will apply)       Certified mail (charges will apply)

The Workforce Development Board may collect a fee as prescribed by law or regulation for the requested documents. If a request is for 50 or fewer pages, the charge for providing copies of the information will not include costs of materials, labor or overhead, unless the pages to be photocopied are located in:

- 1) Two or more separate buildings that are not physically connected with each other; or
- 2) A remote storage facility.

If fees apply to your request, you will be notified within 24 hours of the request being received. If a fee is not prescribed by law or regulation, the fee shall be the actual cost of duplicating the record. For more information on the Texas Public Information Act, please visit the Texas Attorney General website at [www.oag.state.tx.us](http://www.oag.state.tx.us).