



**TEXAS WOMAN'S UNIVERSITY**

Office of General Counsel  
304 Administration Drive  
Attn: Office of General Counsel  
Denton, Texas 76204  
OpenRecordsRequest@twu.edu  
Phone: 940-898-3250

**Public Information Request Form**

Please print or type the requested information. You may submit this completed request form by email to OpenRecordsRequest@twu.edu (*preferred*), regular mail to the above address, or in person at 304 Administration Dr., ACT 14<sup>th</sup> Floor, Denton, TX 76204.

Requestor Name:	
Organization:	
Title:	
E-mail Address:	
Phone Number:	
Address:	

Pursuant to the *Texas Public Information Act*, Texas Government Code Chapter 552, I hereby request access to and/or a copy of the following records maintained by Texas Woman's University.\*

*Records Requested* (include a description adequate to clarify your request: date(s), originating department, persons, title of document(s)).

*Format Requested:*

- Xerox Copies
- Email
- Examine Documents Only, Unless Requested Otherwise

Would you like to pick up request?    Yes  No

I understand that I may be required to post a cash bond prior to inspecting or receiving copies of any information should the estimated cost of complying with the request exceed \$100.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Please see Attorney General's Public Record Charge Schedule for information concerning the costs for obtaining copies of records.

FOR OFFICE USE ONLY	
Date of Request:	
Date Information Furnished:	
Total Amount Due:	
Date Payment Received:	
Date of Deposit:	