**TRAVIS RANSOM COUNTY JUDGE**

**AMY VARNELL COUNTY CLERK**

**JAMES LOOMIS COUNTY AUDITOR**

**MELISSA SHORES COUNTY TREASURER**

**BRETT FITTS COMMISSIONER, PCT. 1**

**KEVIN YOUNG COMMISSIONER, PCT. 2**

**PAUL COTHREN COMMISSIONER, PCT. 3**

**DARRELL GODWIN COMMISSIONER, PCT. 4**

CASS COUNTY AUDITOR

***P.O. BOX 299 LINDEN, TEXAS 75563***

***TELEPHONE (903) 756-5067***

***FAX (903) 156-301B***

**OPEN RECORDS REQUEST**

Request for examination, inspection and/or copies of public information from Cass County

(Department) must be in written form. Name of person requesting information:

Phone:

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

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

Items Requested: Number of Copies:

**Cost:**

No charge for files emailed to person submitting request.

No charge for the first 9 copies, the tenth copy will be $1.00 and each additional copy is $.10. There will be a

$15.00 per hour charge if more than 50 copies are requested.

A response to your request will be provided under the guidelines of the Texas Open Records Act.

Signature Date

Approval of release