



Open Records Request

Open Record Requests are accepted in any legible format or you may use this form to help expedite your request.

Send completed requests to:

Mail: Elaine Altman, City Secretary
City of Marshall
P. O. Box 698
Marshall, Texas 75671

or

Fax: 903-9347827

Email: altman.elaine@marshalltexas.net

I hereby request the following information from the City of Marshall, Texas. I understand that the information will be provided under the Texas Public Information Act, and that a fee may be charged for the information.

Date:		Telephone Number:	
Request made by:		Mobile Number:	
Address:		Fax Number:	
City/State/Zip:		Email Address:	

I request: Inspection Only
 Copies of the following records

Detailed description of your request:

Signature of Requestor