

**HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 61  
OPEN RECORDS REQUEST FORM**

Please print, fill out, and sign this form to request public information from the District. The District accepts Open Records Requests in any legible format; however, this form is intended to be a guide to help expedite requests. You may hand deliver, mail, fax or email the completed form to the District's custodian of records at the following address:

c/o Marks Richardson PC  
3700 Buffalo Speedway, Suite 830  
Houston, Texas 77098  
Phone: 713-942-9922  
Fax: 713-942-9590  
Email: [dmarks@marksrichardsonpc.com](mailto:dmarks@marksrichardsonpc.com)

REQUESTOR INFORMATION:

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PURSUANT TO V.T.C.A., GOVERNMENT CODE, SECTION 551.001 *et seq.*, I AM REQUESTING THE FOLLOWING PUBLIC RECORDS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I AM REQUESTING THAT THE REQUESTED DOCUMENTS BE (check one):

- Made available for examination at office of custodian of District's records
- Photocopied or otherwise duplicated

PLEASE SEND THE REQUESTED DOCUMENTS TO (check one):

- By Mail to Requestor's Address
- By Fax to Requestor's Fax Number.
- By Email to Requestor's Email address.
- I will pick up documents from custodian.

**All District records are available to the public unless one of the exceptions to disclosure listed in the Public Information Act applies. Certain costs may apply to the retrieval of certain information. Please contact the District's custodian of records for further information regarding costs.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_