

Travis Neeley
Sheriff



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MADISON COUNTY SHERIFF'S DEPARTMENT

OPEN RECORDS REQUEST

<p><u>Requestor's Information</u></p> <p>Today's Date: _____/_____/_____</p> <p>Name of Requestor: _____</p> <p>Phone Number: _____</p> <p>Complete Mailing Address: _____</p> <p>_____</p> <p>Email: _____</p>	<p>FOR OFFICE USE ONLY</p> <p>Date Rec'd: _____</p> <p>Rec'd By: _____</p> <p>Date Notified: _____</p> <p>Mailed () Emailed () Faxed () Phone ()</p>
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I am requesting the following information pursuant to the Open Government Statutes in Texas: **Case Number:** _____

_____ I understand that if the incident about which I have requested information is pending litigation I will receive only the portion that is required to be released. I understand the Madison County Sheriff's Office has ten (10) business days to process my request. I understand that in lieu of releasing the information, the Madison County Sheriff's Office may request an opinion from the Office of the Attorney General.

_____ I understand that the information will not be given out over the phone. I understand that I will be notified by phone, mail and/or email when my request is completed, along with the cost for information. I understand that the results will only be help for ten (10) business days after notification. I understand that if I fail to claim the completed request prior to the expiration of the ten (10) business days, I must subsequently request the information.

Signature of Requestor: _____

Date: _____