HOUSTON COMMUNITY COLLEGE
PUBLIC INFORMATION REQUEST FORM

Please print or type the requested information. You may submit your public information request by faxing the completed form to the HCC Office of the General Counsel at (713) 718-7585, by mailing the completed form to the HCC Office of the General Counsel, P.O. Box 667517, MC 1144; Houston, Texas 77266-7517, or by e-mailing the completed form to recordsrequest@hccs.edu.

NAME_____
Last **First** **MI**

ADDRESS_____
Street No. **Street** **Apt/Ste.** **City** **State** **Zip**

PHONE_____
Cell/Home/Office **Fax**

E-MAIL_____

Pursuant to the Texas Public Information Act, Texas Government Code Annotated §553.001 et seq., I am requesting access to and/or a copy of the following records maintained by Houston Community College .*

ITEM NO.	ITEM (PLEASE DESCRIBE IN DETAIL, I.E. TITLE OF DOCUMENT, ETC.)	DATE ITEM ORIGINATED
1.		
2.		
3.		
4.		
5.		

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 the HCC Public Record Charge Schedule for information concerning the costs for obtaining copies of records.