

Dallas College  
Request for Disclosure of Public Information

Requests for police and other public records will need to be submitted in writing by mail, fax, email, or in person to Dallas College Administrative Office, Legal Department; 1601 Botham Jean Boulevard, Dallas, Texas, 75215-1816, **Attn: Luz Aguilar**, [OpenRecords@dallascollege.edu](mailto:OpenRecords@dallascollege.edu), direct: (214) 378-1703; fax: (214) 378-1730.

PLEASE PRINT/FILL OUT ALL INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please provide detailed description and date of requested record(s); Incident Report # (if applicable): \_\_\_\_\_

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

Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on the information you receive?

Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive?

(Check One)

- ☐ (a) I request paper copies via U.S. Mail (at Mailing Address listed above)
- ☐ (b) I request paper copies via Fax #: \_\_\_\_\_
- ☐ (c) I request copies via email: \_\_\_\_\_
- ☐ (d) I request to view at Administrative Office, 1601 Botham Jean Blvd. Dallas, TX 75215
- ☐ (e) Other (Please explain in detail) \_\_\_\_\_

In accordance with the Public Information Act, records will be provided within 10 business days unless considered confidential by law. I also understand there may be a charge for copies under the Act.

\_\_\_\_\_  
Signature of Requestor                      Date of Request                      Date Received

*For Completion by Legal Department Only*

Date Received: \_\_\_\_\_ Clarified by Requestor: \_\_\_\_\_

Date Disclosed to Requestor: \_\_\_\_\_ Via email ☐, Via U.S. Mail ☐, Other ☐

Fees (if any) \_\_\_\_\_

Requires Ruling from Attorney General: Yes ☐, No ☐      Date Submitted to Attorney General: \_\_\_\_\_  
Attorney General Opinion received on: \_\_\_\_\_

Comments: \_\_\_\_\_