



**Open Records Request**

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**\*Information requested:**

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**Date:** \_\_\_\_\_

**Contact Information:**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**\*EXPECT 7-10 DAYS TO RECEIVE RESPONSE ON OPEN RECORDS REQUESTS**

**OFFICE USE ONLY**

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304 S. Main Street Kemp, Texas 75143 (903) 498-3191 [www.cityofkemp.org](http://www.cityofkemp.org)  
**Date Received:** \_\_\_\_\_ **Received by:** \_\_\_\_\_