

**Open Records Request Form**

**Please fill out the following document to request information or files from the THC.**

**Name:**       **Date:**

**Address:**       **City:**       **State:**

**Zip Code:**       **Phone:**

**Email:**

**I would like to request information on:**

**[ ]  THC programs** **[ ]  Budget information** **[ ]  THC Awards**

**[ ]  Section 106** **[ ]  Archeological reports** **[ ]  THC brochures**

**[ ]  Historical markers** **[ ]  Oral history** **[ ]  Cemeteries**

**[ ]  Museums** **[ ]  National Register** **[ ]  Courthouses**

**[ ]  Historic Sites** **[ ]  Main Street** **[ ]  Certified Local Government**

**[ ]  Grants/Incentives** **[ ]  Heritage Trails** **[ ]  County Historical Commissions**

**[ ]  Other (explain:**     **)**

**Specific details of request (file name, county, project, type of information):**

**I would like this information sent to my email address, if possible. Yes** **[ ]  No** **[ ]**

**Please mail, email, fax, or drop off this form to our office in person. Please be advised, there could be a charge for requested information. To find the guidelines on the**[**charges for providing copies**](http://www.dallascityhall.com/pio/open_records/charges_forcopies.pdf)**, go to the** [**Public Information**](http://www.dallascityhall.com/pio/open_records/public_information.html)**page under “About Us – THC Policies”.**

**For questions regarding this process, contact THC Administrative offices at 512/936-4323. Please note that all Open Records requests must be in writing.**

**Texas Historical Commission**

**P.O. Box 12276**

**Austin, Texas 78711-2276**

**512/463-6100**

**512/463-8222 Fax**

**thc@thc.state.tx.us**