

Public Information (Open Records) Request

Date: _____

Name: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Record(s) Requested: _____

All requests should be for records or information already in existence. Blinn College is not required to create new information, perform legal research, answer questions, or comply with a continuing request to supply information on a periodic basis as such information prepared in the future.

The Public Information Act prohibits Blinn College from asking why information is requested. Blinn College may, however, ask for clarification on any request if there is uncertainty as to what is requested. Blinn College may also discuss how the scope of any request may be narrowed if a large amount of information is requested.

All requests for Public Information (Open Records) must be in writing and can be mailed, faxed, or emailed to the following:

Cathy Boeker
Blinn College
902 College Avenue
Brenham, Texas 77833
Fax 979-830-4116
OpenRecordsRequest@blinn.edu