

# Public Information (Open Records) Request

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

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

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

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

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I prefer to receive the information requested by:     U.S. Mail     Email

**Record(s) Requested:**

---

---

---

---

---

---

---

---

---

---

---

Please tailor your request to only include information already in existence. The Public Information Act does not require Blinn College District to create new records, perform legal research, answer questions, or comply with a continuing request to supply information on a periodic basis, as the College District receives or prepares such information in the future.

The Public Information Act prohibits Blinn College from asking a requestor why he or she is requesting the information. Blinn College may, however, seek clarification from the requestor on any request if there is uncertainty as to what the requestor is asking for. Blinn College may also inform the requestor how the requestor may narrow the scope of any request, if the requestor seeks a voluminous amount of documents.

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

Leighton Schubert  
Blinn College  
902 College Avenue  
Brenham, Texas 77833  
Fax 979-830-4116

[OpenRecordsRequest@blinn.edu](mailto:OpenRecordsRequest@blinn.edu)