

## How to Submit an Open Records Request

The City of Temple is now using a records request platform called NextRequest where you can submit your request online. This ensures that your request goes directly to the City Attorney's office for processing\*. You can then log into NextRequest to see updates and download documents from your request. If you would like to submit a request in person you can go to the Temple Police Records department or the City Secretary's office at City Hall.

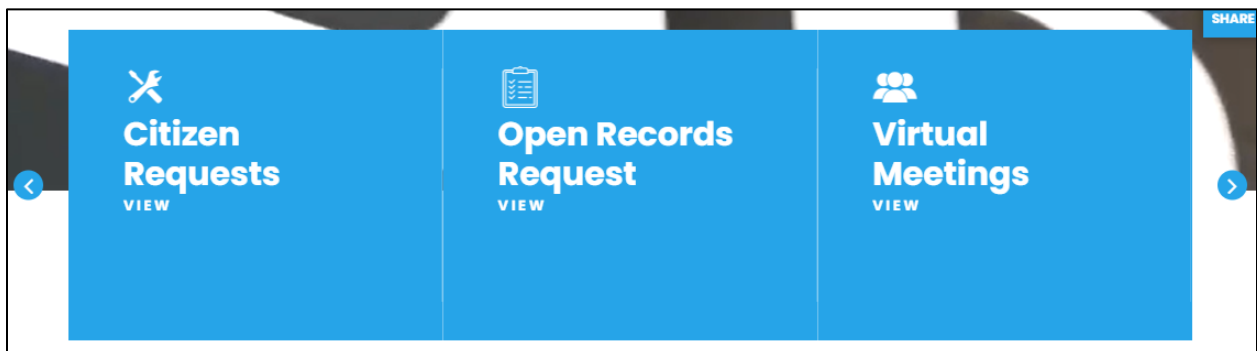
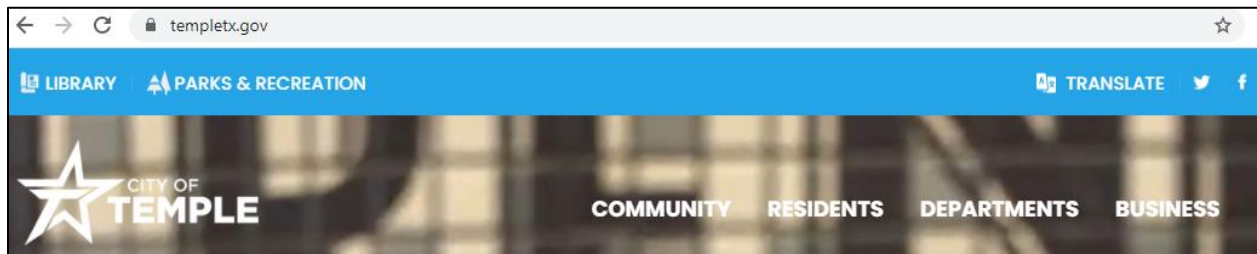
\*The city has 10 business days from the day the request is submitted to determine if documents can be released.

If you are looking for an accident report, please go to [cris.dot.state.tx.us/public/Purchase](https://cris.dot.state.tx.us/public/Purchase) website or contact Temple Police Records at 254-298-5575 to verify that the accident report is ready in the system\*\*.

\*\*Officers have up to 10 business days to enter the accident reports into the state system. There is a \$6.00 mandatory fee for all accident reports purchased on the website or at the police department.

### Finding NextRequest

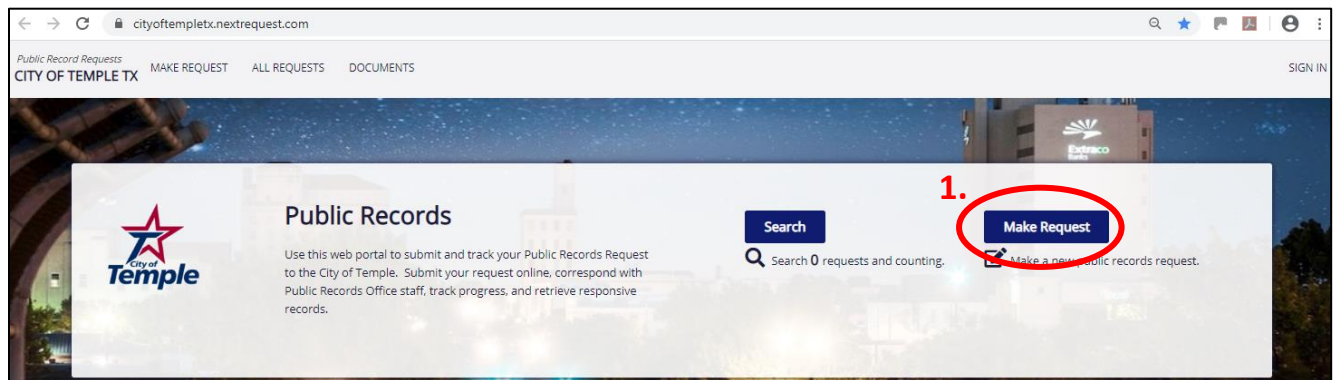
1. Open a web browser (we recommend using Google Chrome) and type in [www.templetx.gov](http://www.templetx.gov)
2. Scroll down to the Blue icon Bar
3. Click either of the left or right arrows until you see the Open Records Request Icon
4. Click 'Open Records Request'



# How to Submit an Open Records Request

## Submitting a Request

1. Click 'Make Request'
2. Fill out the form and include your email address if you would like to receive updates and be sent documents over email.
3. Read all information and click 'I agree to the above terms (you must check this box to make your request)\*'
4. Click 'Make Request'



### REQUEST A PUBLIC RECORD

Documents, photos, emails, texts, videos, data and other records.

Everything in this request box will be displayed publicly if the agency makes your request public.

**B** / *I* / U / /

Enter a description - include the record's title and date or date range if known.

Phone  
Street Address  
City State Zip  
Company

### YOUR INFORMATION

Who can see my personal information:

Email  
Name

I acknowledge that my request may be made public. In addition, by clicking the checkbox, I assert that my identity is as stated in the Requestor Information section.

I agree to the above terms (you must check this box to make your request)\*

Make Request

\* Indicates required field

Cancel

## Next Steps

If you entered an email address you will receive emails with a link you can click to create an account and view all updates made to your request. If any documents are release you will see them there.

If you did not enter an email address you can contact the City Secretary's office at 254-298-5700 to check the status or the documents will be mailed to you if the report is less than 10 pages. If the responsive documents are more than 10 pages you will receive a letter in the mail from the CSO regarding fees that apply.