

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 Secretary'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.

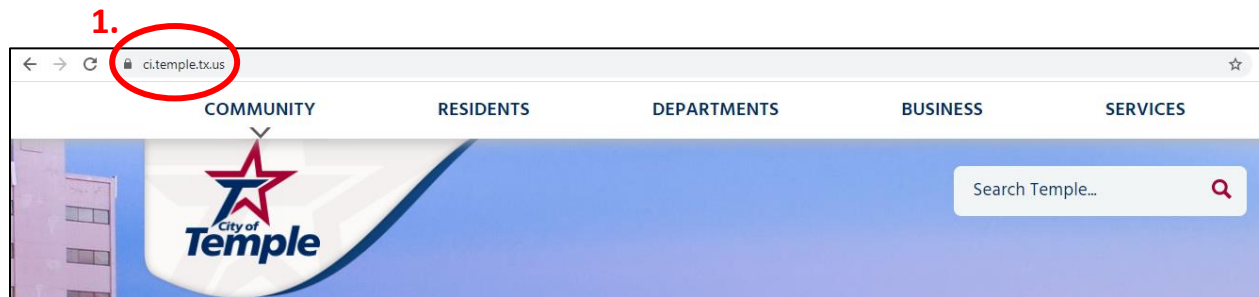
*The city has 10 business days from the day the request is submitted to determine if documents can be released.

If you are looking for an accident report, please go to cris.dot.state.tx.us/public/Purchase 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
2. Scroll down to 'Latest Information'
3. Click the yellow 'Public Information Requests' picture
4. Click 'File a Request'



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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'

The screenshot shows the 'Public Records' page of the City of Temple's website. The page has a navigation bar with 'Public Record Requests', 'CITY OF TEMPLE TX', 'MAKE REQUEST', 'ALL REQUESTS', and 'DOCUMENTS'. A 'SIGN IN' link is in the top right. The main content area features the City of Temple logo, a search bar, and a 'Make Request' button circled in red with a red '1.' next to it. Below this is a 'REQUEST A PUBLIC RECORD' section with a yellow warning box stating: 'Everything in this request box will be displayed publicly if the agency makes your request public.' The form includes fields for 'Phone', 'Street Address', 'City', 'State', 'Zip', and 'Company'. A 'YOUR INFORMATION' section has a dropdown for 'Who can see my personal information?' and fields for 'Email' and 'Name'. A checkbox labeled 'I agree to the above terms (you must check this box to make your request)*' is circled in red with a red '3.' next to it. Below the checkbox is a 'Make Request' button circled in red with a red '4.' next to it. A 'Cancel' link is at the bottom. A red '2.' is placed next to the 'YOUR INFORMATION' section header.

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.