



**CITY OF GALVESTON
OPEN/CLOSE FORM**

Texas "Open Records Act" states that the home address, home telephone number, or social security number, or that reveals whether the person has family members of City employees is public information, and open to the public; provided, however, if during the course of the employment the employee wishes to close (or open) public access to the information, that employee may request in writing that the Human Resources Office close (or open) access to the information.

PLEASE CHECK ONE:

I want access to my home address, telephone number and information revealing my family members:

_____ *OPEN TO PUBLIC ACCESS*

_____ *CLOSE TO PUBLIC ACCESS*

FULL NAME (PLEASE PRINT)/EMPLOYEE ID #

DATE

SIGNATURE

DEPARTMENT