MONTGOMERY COUNTY
HUMAN RESOURCES DEPARTMENT
501 NORTH THOMPSON, SUITE 400
CONROE, TEXAS 77301
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DODI SHAW, PHR
HUMAN RESOURCES DIRECTOR
CIVIL SERVICE DIRECTOR **936-539-7886**
RECORDS MANAGEMENT OFFICER **FAX 936-788-8396**

DATE: _____

REQUEST FOR PERSONNEL RECORDS ONLY

I am requesting the following specific information for Personnel Records under the Texas Open Records Act.

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I REQUEST:

☐ **COPIES OF PERSONNEL RECORDS** ☐ **TO VIEW PERSONNEL RECORDS IN PERSON**

_____ _____

(Name) **(Signature)**

CONTACT INFORMATION:
At least one method of contact must be filled in to respond to your request.

Mailing Address:		
City:	**State:**	**Zip:**
Phone Number:		
Fax Number:		
E-mail:		