



COUNTY CLERK

Sasha Kelton

Clay County Courthouse Annex - 214 N. Main Street
PO Box 548, Henrietta, Texas 76365
Phone: (940) 538-4631 Fax: (940) 264-4160
ccclerk@claycountytexas.com

Official Public Records Disc Request

Date: _____

Name: _____

Company name: _____

Date range requested: _____ through _____
(The clerk's office will not hold or process requests made in advance.)

Number of discs requested: _____
(If requesting more than one month per disc, contact County Clerk for instructions)

Authorized signature of requestor

For office use only

Request received by: _____, Deputy Clerk

Date: _____ at _____:_____.m.

CD delivered by (HAND) or (MAIL) on _____