



# PUBLIC INFORMATION REQUEST

Government Code Chapter 552

**(PLEASE PRINT)**

Requestor \_\_\_\_\_ Date of Request \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Requested Items

Email    CD    Paper    In Person

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Please be specific to avoid delays due to the need for clarification, or so that we may narrow the scope of the request to avoid unnecessary copies and research.

Records will be available in 10 business days from the receipt of a check or money order made payable to the City. Paper copies less than 50 in quantity will be charged a rate of .10¢ each for a standard paper size; all other sizes will be charged at a rate of .50¢ each. More than 50 copies will also include charges for materials, labor and overhead. Postage and shipping will be the actual cost.

Requests will be reviewed for exceptions to disclosure per the Texas Open Records Act.

\_\_\_\_\_  
Signature