

**REQUEST FOR PUBLIC RECORDS  
UNDER THE  
PUBLIC INFORMATION ACT**

Section 552.261-552.274 of The Texas Public Information Act provides that all information in the possession of governmental bodies is open and available to the public unless a provision of the Act or another law provides otherwise.

The Texas Public Information Act includes not only paper records, but also electronic computer records and information on magnetic tape, film, mylar, linen, silk and vellum. The city is required to provide the copy in the requested medium if it has the technological ability and equipment to handle the request. If the City does not have the technological ability and equipment necessary to handle the request then it must provide the information in another available medium acceptable to the requester.

The Texas Public Information act allows the city a reasonable amount of time to comply with the request. If the information cannot be produced within ten (10) working days after the request then a written appointment will be given to the requester indicating the date and hour when the information will be available for inspection.

The Texas Public Information Act addresses charges for providing copies of public information as follows: **SEE COPY OF ORDINANCE NO. 235**

**REPRESENTING FIRM OR COMPANY**

(If applicable) \_\_\_\_\_

**Person Requesting Information:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Description of Public Record (s) being requested:**

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**(Signature)** \_\_\_\_\_

**(Date of Request)** \_\_\_\_\_

**Records requested for: review only** \_\_\_\_\_, **copies** \_\_\_\_\_  
Cost of copies of public records are dictated by Article 6252-17a 9 (a), (b), (f), and (g).

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**DO NOT WRITE BELOW THIS LINE**

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**OFFICE FOR PUBLIC RECORDS RESPONSE**

Documents provided for *review only* on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ a.m./p.m.

*Copies* made and *provided* to request on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_ at \_\_\_\_\_ o'clock a.m. /p.m.

Cost charged to requestee: \$\_\_\_\_\_

Request forwarded to City Attorney for review and consideration for exception on the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ at \_\_\_\_\_ o'clock  
\_\_\_\_\_ a.m./p.m.

**OFFICER OF PUBLIC RECORDS:**

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