

REQUEST FOR INFORMATION

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the City of Sansom Park, Texas:

(List information as specifically as possible, including name, dates and subject matter. Attach a separate sheet to this form if necessary)

In making this request I understand that the City is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to a release. I further understand that the City has 10 business days in which to request such a determination.

Requestors Signature

Date of Request

Requestors Printed Name

Contact Info

Mark one: *(Charges subject to the Attorney General Charge Schedule)*

<input type="checkbox"/>	Access to view the documents at City Hall	<input type="checkbox"/>	Copies <i>(10 cents per page)</i>
<input type="checkbox"/>	Email <i>(up to 50 pages of requested information)</i>	<input type="checkbox"/>	Fax <i>(up to 3 pages of requested information)</i>
<input type="checkbox"/>	Email address:	<input type="checkbox"/>	Fax number:

Office Use:

Date Received: _____ Employee Receiving Information: _____

Comments: _____

Information Submitted To Requestor On: _____

Fee Due: _____ Fee Paid: _____

Date Completed: _____ Staff Signature: _____