



CITY OF HEDWIG VILLAGE REQUEST FOR PUBLIC RECORDS UNDER THE TEXAS PUBLIC INFORMATION ACT

All requests must be in writing and presented to the City Administrator at Hedwig Village City Hall, 955 Piney Print Road, Hedwig Village, TX 77024, Fax: 713-465-6807, E-mail: KJohnson@hedwigtx.gov.

PLEASE PRINT OR TYPE

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Information requested under the Texas Open Records Act, Texas Government Code, Chapter 552.

(PLEASE BE SPECIFIC, OR CLARIFICATION WILL BE REQUIRED.)

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

CHECK ONE

\_\_\_\_\_ Paper copies \_\_\_\_\_ Digital copies via email
\_\_\_\_\_ View at City Hall or Police Department

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FOR CITY USE ONLY

Date received by City Administrator: \_\_\_\_\_

a) \_\_\_\_\_ Provided the following information for viewing:
\_\_\_\_\_

b) \_\_\_\_\_ Data review to decide if estimate necessary.

c) \_\_\_\_\_ Estimate Provided: Date: \_\_\_\_\_

d) \_\_\_\_\_ Estimate Response Due Date: \_\_\_\_\_

e) \_\_\_\_\_ Requestor Notified Date: \_\_\_\_\_

f) \_\_\_\_\_ Provided copies, number of pages \_\_\_\_\_, cost of copies \_\_\_\_\_,
Date: \_\_\_\_\_, number of hours \_\_\_\_\_, labor costs \_\_\_\_\_,
Total Cost \$: \_\_\_\_\_

g) \_\_\_\_\_ Sent to City Attorney of \_\_\_\_\_

h) \_\_\_\_\_ AG Opinion requested on \_\_\_\_\_