

**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 Point Road, Hedwig Village, TX 77024, Fax: 713-465-6807, E-mail: kjohnson@hedwigtx.gov

PLEASE PRINT OR TYPE

Date: _____ Phone Number: _____

Name: _____

Address: _____

City: _____ State: _____ 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
- _____ Fax to _____

FOR CITY USE ONLY

Date received by City Administrator: _____

Disposition:

- a) _____ Provided the following information for viewing: _____

- b) _____ Data review to decide if estimate necessary Date: _____
- 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 on _____
- h) _____ AG Opinion requested on _____