

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 _____