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PUBLIC INFORMATION ACT REQUEST

Name: _____

Date: _____

Address: _____

Phone: _____

Email: _____

I, (we) under the Freedom of Information Act, L.G. C. Chapter 552, as well as the Texas F.O.I.A, would like to formally request a copy of the (be as specific as possible, include address, dates/time frame, type of records, etc.):

SOME FEES MAY APPLY : Preferred method of delivery: (circle one) EMAIL PAPER COPY

Requestor's Signature: _____

Date: _____

Office Use Only

Date Received: _____

Due Date for Response: _____

Date & Method Responded: _____

Quantity of copies issued: _____

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City Secretary Signature: _____