

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 La Vernia, Texas:

List information as specifically as possible, including name, dates and case numbers, if known.
Attach a separate sheet to this form if necessary.

_____ I wish a copy of the requested information. I understand that I must pay ten cents per page for standard size page copies. Information copied onto non-standard-size paper, cassette tapes or computer disks and photographs will require additional charge.

_____ I will pick up the copies. Please call me at _____ when they are ready.

_____ Please bill me and mail the copies to _____.
I understand that postage and shipping will be added to the charge for copies.

_____ I do not want copies, but wish only to inspect the requested information. Please call me at _____ to schedule a time when the records will be available.

In making this request, I understand that the City of La Vernia 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 release. I further understand that the City of La Vernia has 10 business days in which to request such a determination.

_____ Date

_____ Requestor's signature

_____ Requestor's printed name

CITY USE ONLY

Date received _____ Employee receiving information _____

Date forwarded to Legal, if applicable _____ Date released _____

Employee releasing information _____

Miscellaneous comments/instructions from Legal and/or City Secretary _____