

## REQUEST FOR PUBLIC INFORMATION

Date Submitted: \_\_\_\_\_

I, \_\_\_\_\_, hereby request a copy of the following record(s):

(List here as specifically as possible the information you are seeking: documents, letters, memorandum, reports, etc. If you know the dates, report numbers, or titles, please list that information.

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The City of Hewitt's Public Information Policy is available for viewing in its entirety in the City Secretary's Office.

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Signature of Requestor

Mailing Address

City / State / Zip

Telephone / Fax Numbers

***Per the Public Information Act, response will be made within ten (10) business days of date of request, unless records are not easily accessible, whereby the City will notify requestor of when the records will be made available.***

### FOR OFFICE USE ONLY

Request Received By: \_\_\_\_\_ Date/Time Rec'd: \_\_\_\_\_

Forwarded to (Dept. Contact): \_\_\_\_\_ Date/Time: \_\_\_\_\_

- ☐ Complete response as requested has been provided
- ☐ Request denied because record(s) not subject to the Public Information Act
- ☐ Request has been or will be submitted to the Texas Attorney General for an opinion
- ☐ Information does not exist
- ☐ Other

Signature of City official providing record(s): \_\_\_\_\_ Date provided: \_\_\_\_\_