



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.

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

_____ _____ _____ _____	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: _____