

City of West Lake Hills, Texas

OPEN RECORDS REQUEST

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 West Lake Hills, 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 paper copies. Information copied onto nonstandard-size paper, cassette tapes or computer disks and photographs will require additional charges. Peace Officer Accident Reports are \$6.00 per report; \$8.00 if certified.

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

_____ Please bill me and mail the copies (after payment is made) to _____. I understand that postage and shipping will be added to the charge for copies.

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

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

_____ Date

_____ Requestor's Signature

_____ Requestor's Address

_____ Requestor's Printed Name

_____ Requestor's Phone Number

_____ Requestor's E-mail Address

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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 _____