



For Office Use Only	
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## PUBLIC INFORMATION REQUEST FORM

Public Information Act, Government Code Section 552.301 requires all public information requests to be made in writing.

Government Code Section 552.221(a); public information requests must be processed within ten (10) business days of their receipt, if documents are available.

Date Request Made: \_\_\_\_\_

Printed Name of Requestor: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Address of Requestor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Items Requested: \_\_\_\_\_

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Fees: \_\_\_\_\_

Request Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Received By: \_\_\_\_\_