

CITY OF SOUTHMAYD
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 Southmayd, Texas:

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

- I wish to have a copy of the requested information. I understand that I must pay (\$0.10) per page for standard size paper copies. Information copied onto something other than standard size paper may require additional charges.
- I will pick up the copies. Please call me at _____ when ready to pick up.
- Please bill me and mail the copies to _____ . I understand postage and shipping will be added to the charge for copies. Payment must be received in advance for any copy charges, postage, and shipping totaling more than \$5.00.
- 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 Southmayd is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand 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 the City of Southmayd has ten (10) business days to request such a determination.

Date

Requestor's signature

Requestor's printed name

Office Use Only

_____ # of pages _____ Processed by _____ Pending an opinion from the Attorney General's Office
_____ Total Cost _____ Date sent to Attorney General's Office/ City Attorney