

2401 Market Street, Baytown, TX 77520
Telephone: 281-422-8281 Fax: 281-420-6586

REQUEST FOR PUBLIC INFORMATION

NAME: _____ Signature: _____ Date: _____
ADDRESS: _____ TELEPHONE #: _____ FAX #: _____

In accordance with the provisions of the Public Information Act, **I hereby request copies of the following (please be specific):**

NOTE: The Public Information Act is very lenient in what it considers public information; however, the "Act" does not require nor does time permit this office to do general research, so please be very specific in your request. Due to time constraints and the routine day-to-day functions of our office, we may be unable to produce the record you have requested immediately. If such is the case, you will be notified by phone, or in writing of the time you may pick up your documentation and the cost for reproducing this information. (A fee schedule, which was adopted by the City Council listing charges for various services, is available for inspection upon request). While it is the intent of this office to furnish requested data in a straightforward manner, occasionally a requested item may not be considered a matter of public record. In these instances, we will seek the advice of the TX Attorney General and will notify you of any delay in processing your request. If I can be of any further assistance, please contact me at 281-420-6588.

Leticia Garza, City Clerk

Attention: _____ Department: _____ Total # of Pages: _____
Date Sent: _____ Response Due by: _____ Date of Information Rec'd by Dept.: _____

If additional time is needed to produce the requested documentation or if the documents do not exist, please advise me by: _____
(2 business days) when the documents will be ready so I may notify the person requesting the documents.

Departmental Use Only.

Please Check One of the Following:

The documents requested **are attached** _____ **do not exist.** _____

Signature: _____, Title: _____, Date: _____

NOTES: _____

Waiver: I give permission to redact (remove) any information that is confidential pursuant to the Attorney General's Public Information Act, Sections: 552.101: Judicial Decisions; 552.102: Employees' personal privacy; 552.117: employee addresses, telephone nos., social security #s, personal family information; 552.1175: personal information of security officers; 552.130(a): Driver's License, Permit, Title, Registration, Personal ID; 552.137: email addresses when communicating electronically with governmental body.

Signature: _____