



CITY OF BAYTOWN

CITY CLERK'S OFFICE

2401 Market Street, Baytown, Texas 77520 Phone:

(281) 420-6504 ext. 8136 Fax: (281) 420-5891

FOR OFFICE USE ONLY

Date Received: _____

Date Due: _____ PIR# _____

REQUEST CONTACT INFORMATION

First Name: _____ Last Name: _____

Company/Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____ Phone Number: _____

Description of the Information Requested (Note: Describe the information as precisely as you can.)

Date Range (optional): _____

Related Address (optional): _____

How would you like to have the information provided? Pick-up Email Mail

If available, do you wish to receive an electronic copy of the information? **Please select one:** YES or NO

Requestor Signature

Date

City Council has designated the City Clerk as the cities PIO to Public Information Request, for further assistance please call (281) 420-6504 ext. 4 or email openrecords@baytown.org.

Please Note:

- (1) Request are processed as promptly as possible. However you will receive written notice from the City Public Information Officer no later then the 10th business day from the date of the request.
- (2) If the information requested is unclear or if a large amount of information is requested you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information. You may find more information regarding the charges under the Public Information Act.

For guidance regarding your rights as a requestor and the public information procedures adopted by this governmental body, you may review the governmental body's notice required under section 552.205 of the Government Code. You can find additional Public Information Act resources on the Office of the Attorney General's website at <http://www.texasattorneygeneral.gov/open-government>.

Angela Jackson
Acting City Clerk/ PIO

Raquel Martinez
Acting Deputy City Clerk

Alexis Bernal
Open Government Specialist