CITY OF RICHLAND

PUBLIC INFORMATION REQUEST

Texas Public Information Act | Government Code Chapter 552

YOUR CONTACT INFORMATION

Name: _____

Email: _____ Phone: _____

Mailing address (if needed): _____

INFORMATION REQUESTED

Describe the records you want. Include dates, names, locations, or subjects if known.

_____

_____

_____

_____

Approximate date range (optional): _____

HOW WOULD YOU LIKE TO RECEIVE THE INFORMATION?

☐ Email electronic copies ☐ Paper copies ☐ Inspect records in person

If paper copies: ☐ Pick up ☐ Mail to address above

SUBMITTING YOUR REQUEST

Send this written request to the City's designated public information contact:

Email: _____

Mail / hand delivery: _____

_____

PLEASE KNOW

This request is made under the Texas Public Information Act (Texas Government Code, Chapter 552), which provides the public a right to request access to government records, subject to applicable law. A qualifying written request submitted by an authorized method will be handled under Texas law. The City may charge fees as permitted by law.

FOR CITY STAFF ONLY

Date received: _____ Received by: _____ Method: _____

Request / tracking number: _____ Date completed: _____

Notes: _____