

# CITY OF HEATH, TEXAS

200 Laurence Drive, Heath, TX 75032

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## REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**REQUESTED RECORD(S):** *(Print or type. Please be specific in describing the records being requested.)*

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Please select one: 1.) Copies will be picked up from City Hall. \_\_\_\_\_  
2.) Copies are to be mailed *(Postage will be added.)*: \_\_\_\_\_  
3.) The documents are to be made available for examination at City Hall. \_\_\_\_\_

**Date of Request** \_\_\_\_\_

**Signature of Requestor** \_\_\_\_\_

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*(Do NOT write below this line. OFFICE USE ONLY)*

**CITY ATTORNEY Review:** \_\_\_\_\_ YES \_\_\_\_\_ NO Submitted to City Attorney: \_\_\_\_\_

Approved for Disclosure: \_\_\_\_\_ YES \_\_\_\_\_ NO Recommendation: \_\_\_\_\_ *(attached)*

**ATTORNEY GENERAL Opinion Required:** \_\_\_\_\_ YES \_\_\_\_\_ NO

Submitted to Attorney General: \_\_\_\_\_ Response Received: \_\_\_\_\_

Copy of Request to AG Provided: \_\_\_\_\_ Copy of AG Opinion Provided: \_\_\_\_\_

<u>Department</u>	<u>Forward Date</u>	<u>Return Date</u>	<u>Comments</u>

**Fee Notice Required. (Y/N)** \_\_\_\_\_ **Sent on:** \_\_\_\_\_ **Response received:** \_\_\_\_\_

**Fees: \$** \_\_\_\_\_ **Paid by:** Cash \_\_\_\_\_ Check # \_\_\_\_\_ **Receipt Number:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Released By:** \_\_\_\_\_ **Format(s):** \_\_\_\_\_

Every effort is made to expedite requests for disclosure of public records. In the instance that compilation of the requested items requires more than 10 business days and/or the estimated cost to the requestor exceeds \$40, written notice will be provided within 10 business days. The Texas Public Information Act (Act) applies to records or information already in existence. The Act does not require the City to create new information, to do legal research or to answer questions. The City may collect fees as prescribed by law or regulation. If a fee is not prescribed by law or regulation, the fee shall be the actual cost of duplicating the record.

*(rev 150126)*