

OFFICIAL REQUEST FOR PUBLIC INFORMATION

Please use this form to request records from the City of Kennedale. All requests must be submitted to the City Secretary's Office. In accordance with the Texas Public Information Act, records will be provided within ten (10) business days unless considered confidential by law. Every effort is made to expedite requests for disclosure of public information, however, due to personnel demands and schedules requests may take the time allowed by law.

PLEASE PRINT OR TYPE ALL INFORMATION		
Name:	Phone:	
Mailing Address:	Fax or Email:	
City:	State:	Zip:

DATE, NAME & DESCRIPTION OF REQUESTED INFORMATION: (Must be **Specific**)

I prefer to receive the requested information in the following format:	
<input type="checkbox"/> hard copies <input type="checkbox"/> I would like to view it in person <input type="checkbox"/> electronic files via email (if available)	<input type="checkbox"/> Other format (Please explain in detail below) _____ _____

I understand that these records will be made available to me as provided by the Public Information Act (PIA). I also understand that, Pursuant to section 552.2615 of the PIA, there may be charges for copies of public records, and that payment may be required prior to the release of information.

Signature of Requestor: _____ Date: _____

For completion by CITY OFFICIAL:	
Date Received: _____	Received by: _____
Responsible Department(s): _____	Date records received from Dept: _____
Necessary for review by City Attorney: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date sent to City Attorney: _____
Requires ruling from Attorney General: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date submitted to Attorney General: _____
AG Opinion # _____	Date AG opinion received: _____
Date released to requestor: _____	

For completion by REQUESTOR: <i>I have been provided access to the above-described record(s)</i>	
Signature of Requestor: _____	Date of Pickup: _____
Copy to City Manager: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____
	Charges: \$ _____ N/A