

CITY OF EAST TAWAKONI
Public Information Request

Person Requesting Information _____

Representing Firm or Company _____

Address _____

Phone Number _____

Description of Public Record(s) being requested _____

The Texas Public Information Act (TPIA) states all government bodies must provide public information "promptly" and "without delay." The TPIA states that "promptly" means that the information should be provided within a reasonable time under the circumstances. Generally the City of East Tawakoni will respond or fill your request within 10 (ten) business days. We will also let you know if we do not have the information you seek.

Signature _____ Date _____

FOR OFFICE USE ONLY
Approval for Release of Public Record(s)

Department _____

Approval _____

Date Received _____