



305 E. Austin St. * Jefferson, Texas 75657 * 903-665-3922 * Fax 903-665-1002

PUBLIC INFORMATION REQUEST FORM

This form may be completed, and faxed to (903)665-1002-Attn: City Secretary; or mailed to City of Jefferson, 305 E. Austin Street, Jefferson, TX 75657

Requestor _____ Date of Request _____

Street Address _____ Phone Number _____

City/Zip Code _____ Fax Number _____

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the City of Jefferson, Jefferson, TX.

(Please be specific as to exactly what information you are requesting and the format desired for the information)

_____ I would like a copy of the requested information. I understand that I must pay ten cents per page for standard size copies. Information copied onto nonstandard-size paper, cassette tapes, or computer disks will require additional charges.

_____ I will pick up the copies. Please call me at the phone number listed above when they are ready.

_____ Please call and inform me of all costs and then mail the information to me at the address listed above after you have received my payment for the charges.

_____ I do not want copies but wish to inspect the originals of the requested information.

Please call me at the telephone number listed above to schedule a time when the records will be available for viewing.

In making this request I understand:

- * that the City of Jefferson is under no obligation to create a document to satisfy my request or to comply with a standing request for information
- * items expressly confidential under law will not be disclosed (refer to the Public Information Handbook, Part Two, Exceptions to Disclosure, at www.oag.state.tx.us for more information.
- * that the City of Jefferson will contact me in the manner indicated above regarding my request within approximately ten (10) days

Signature of Requestor

FOR OFFICE USE ONLY

Date received: _____ Received by (employee) _____

Action taken by City to obtaining information _____

Date Information Released: _____ Employee releasing information _____