



CITY OF GIDDINGS

CITY SECRETARY'S OFFICE

citysec@giddings.net or fax (979) 542-0950

REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

Please print all information.

Name: _____ Phone #: _____

Address: _____

INFORMATION REQUESTED: please be specific

The information you requested for copying or inspecting may be protected information under the Texas Public Information Act, Government Code, Chapter 552, which may require a determination by the Legal Department as to confidentiality prior to its release. If you wish to receive a copy of the information requested, you will be charged .10 cents per page.

Date of Request

Signature of Applicant

.....
Office Use Only

NECESSARY FOR REVIEW BY CITY ATTORNEY: YES NO

COMMENTS AND RULING BY CITY ATTORNEY:

REQUIRE RULING FROM ATTORNEY GENERAL: YES NO

DATE SUBMITTED TO ATTORNEY GENERAL: _____

DATE RETURNED FROM ATTORNEY GENERAL: _____

APPROVED FOR DISCLOSURE BY ATTORNEY GENERAL: YES NO

DATE APPROVED: _____

DATE DISCLOSED: _____

FEE: \$ _____

RELEASED BY: _____

Open Records Request Instructions
The Public Information Act

Texas Government Code, Chapter 552, gives you the right to access government records; an officer for public information may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decisions, or information for which an exception to disclosure has not been sought.

Instruction for open records request:

1. Please see entire Public Information Act document in English or Español.
2. Complete the above document.

To request information from this governmental body, please contact:

By Mail: Andrea Ray
 City Secretary
 118 E. Richmond
 Giddings, Texas 78942

By email to: citysec@giddings.net

By fax to: (979) 542-0950

In person at: 118 E. Richmond, Giddings, Texas