

**PUBLIC INFORMATION REQUEST
PURSUANT TO TEXAS LOCAL GOVERNMENT CODE CHAPTER 552**

In order to provide the requested information, the City of Alba asks that you fill out this information request to facilitate our staff making this available to you as soon as reasonably possible. The governmental body may collect the fee prescribed by law or regulation for the requested documents. If a fee is not prescribed by law or regulation, the fee(s) of \$0.25 per page, and \$3.00 per DVD, will be charged for all copies made. Originals of official records may NOT be taken out of the building.

NOTE: If any information is deemed to be confidential, the City of Alba shall seek an opinion from the Texas Attorney General as permitted by State law.

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

The above information is required and an open records request cannot be completed without it.
The City of Alba does NOT need the reasons why you are requesting the information.

Department	Information Requested	Start Date	End Date

Copies Requested ____ Yes ____ No

If Yes, how many? _____

Signature

Date

Received by: _____

Date: _____