



TOWN OF HIGHLAND PARK – PUBLIC INFORMATION REQUEST FORM

Rights of Requestor

You have the right to:

- Prompt access to information that is not confidential or otherwise protected by law;
- Receive a written statement of estimated charges, when charges will exceed \$40, in advance of work being started and opportunity to modify the request in response to the itemized statement;
- Choose whether to inspect the requested information (most often at no charge), receive copies of the information or both;
- Receive a copy of the communication from the governmental body asking the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information, a redacted copy;

Procedures to Obtain Information

- ✓ Submit a request by mail, fax, e-mail or in person according to a governmental body's reasonable procedures.
- ✓ Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.
- ✓ Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.

Requestor's Name: _____

Address: _____

City.State.Zip: _____

Phone: _____ Email: _____

-Public Information Records Requested-

Note: The Public Information Act is very lenient in what it considers publication information; however, the "Act" does not require nor does time permit this office to do general research, so please be very specific in your request.

Description of Records Being Requested:

Information to be released:

- o If the information cannot be produced within 10 working days the public information officer will notify you in writing of the reasonable date and time when it will be available.
- o Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested.
- o Information that may be withheld due to an exception of the referral by the Office of the Attorney General; your request will be referred within 10 business days. The Office of the Attorney General must issue a decision no later than the 45th working day from the day after the attorney general received the request for a decision.

Requestor Signature: _____

Date of Request: _____

Public Information Records-keeper Authority:

Signature: _____

Name & Title: _____

Date Received: _____ Request forwarded to: Town Attorney _____ A.G. _____

Date Information Released/Forwarded: _____

Email this request to the Town Secretary, at townsecretary@hptx.org, or mail to 4700 Drexel Drive, Highland Park, Texas, 75205.