

CITY OF SACHSE
PUBLIC INFORMATION REQUEST
Deliver request to the City Secretary for processing.

DATE: _____

In accordance with the Texas Public Information Act, Public Information requests must be submitted in writing. Requests should be for documents, or other information that is already in existence. The City of Sachse is not required to answer questions, perform legal research, or comply with a continuing request to supply information on a periodic basis. The City may, however, ask for clarification if it is uncertain what is being requested. Some records of the City of Sachse may be exempt from disclosure.

PERSON REQUESTING INFORMATION: _____

REPRESENTING FIRM OR COMPANY (if applicable): _____

REQUESTER'S ADDRESS: _____

REQUESTER'S PHONE & EMAIL _____

DESCRIPTION OF PUBLIC RECORD(S) BEING REQUESTED: *Be as specific as possible. Failure to provide specific information will result in the delay of fulfilling your request. Please provide all information you have concerning your request.*

I prefer to receive records: ☐ Electronically, when available ☐ Paper copies printed ☐ Paper copies mailed

Police Specific Records: Report Number(s) _____ Date(s) of Report(s): _____

Person(s) Involved: _____ Birth date of Person(s) Involved: _____

Address Involved: _____

SIGNATURE: _____

By my signature, I acknowledge that the City of Sachse has up to ten (10) Business days (excluding weekends and holidays) in which to review and respond to my request. Requests submitted after regular business hours will be considered received the following business day. I understand that requests for active investigations, reports of suspected child abuse or neglect, reports naming juvenile offenders, reports of sexual offenses, and reports regarding mental health will be forwarded to the City Attorney's office for an opinion regarding the public or private nature of the documents in question.

If inquiring about zoning compliance, please contact the Development Services Department directly at 469-429-4781 or cmims@cityofsachse.com for a Zoning Verification Letter.

**You may email, mail, or fax this form to publicinformation@cityofsachse.com;
3815 Sachse Rd., Bldg B. Sachse, Texas 75048. Fax: 972-530-0426**

NOTE: The cost of copies for public information contained in any other format "shall be an amount that reasonably includes all costs related to reproducing the public information, including costs of materials, labor, and overhead." Ref: Texas Public Information Act, Sections 552.261 through 552.275.

If the City determines that a special service charge will be applied for extensive use of technology resources, clerical and/or supervisory assistance, a written estimate of charges will be provided to the requester. Payment or receipt of a deposit will also be required prior to compiling such requests.

STAFF USE ONLY: Received Date: _____ Initials: _____ Cost, if any: \$ _____

Notified Ready to Pick Up/Date: _____ Time: _____ Initials: _____

Information Released & Costs Paid/Date: _____ Time: _____ Initials: _____