



City of Oak Point Public Information Request Form

100 Naylor Road, Oak Point, Texas 75068-2201

Tel. (972) 294-2312 / Fax (972) 294-1619

www.oakpointtexas.com

citysecretary@oakpointtexas.com

All requests must be in writing and directed to the City Secretary

NOTE: The Public Information Act is very lenient in what it considers public 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. The City will fill requests for documentation that the City has in existence, but will not create documentation as part of a public information request. Due to time constraints and the routine day-to-day functions of our office, we may be unable to produce the record you have requested immediately. The request may take up to 10 business days starting the day after the request is received. If such is the case, you will be notified by phone, or in writing of the time you may pick up your documentation and the cost for reproducing this information. While it is the intent of this office to furnish requested data in a straightforward manner, occasionally a requested item may not be considered a matter of public record. In these instances, we will seek the advice of the Texas Attorney General and will notify you of any delay in processing your request.

NAME: _____

ADDRESS: _____ EMAIL: _____

CITY/STATE/ZIP: _____ TELEPHONE: _____

Signature

Date

In accordance with the provisions of the Public Information Act, **I hereby request copies of the following (please be specific):**

OFFICE USE ONLY

PIR-_____ (Reference Number)

Date Received: _____ Date Due: _____

Requestor contacted: By Telephone _____ 20_____, by Mail/Email _____ 20_____.

Date sent for AG's Opinion: _____ 20_____. Date received from AG: _____ 20_____.

Amount Received: \$ _____ Date Received: _____

Comments: _____

Signed by requestor on date received if in person: _____