

CITY OF SUNSET VALLEY
3205 Jones road, Sunset Valley, Texas 78745
(512) 892-1383 phone cityclerk@sunsetvalley.org
www.sunsetvalley.org

REQUEST FOR PUBLIC INFORMATION

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the City of Sunset Valley, Texas:

List information as specifically as possible, including name, dates, and case numbers if known.
Attach a separate sheet to this form if necessary

Please initial all that apply.

_____ I wish a copy of the requested information. I understand that I must pay ten cents per page for standard size paper copies. Information copied onto nonstandard-size paper, cassette tapes or computer disks and photographs will require additional charges.

_____ Please e-mail me the information at _____

_____ I will pick up the copies. Please call me at _____ when they are ready.

_____ Please bill me and mail the copies to _____
I understand that postage and shipping will be added to the charge for copies.

_____ I do not want copies, but wish only to inspect the requested information. Please call me at _____ to schedule a time when the records will be available.

I understand the City shall determine the charges associated with each open records request according to the charges allowed under Title 70 of the Texas Administrative Code.

In making this request I understand that the City of Sunset Valley is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand that the City of Sunset Valley has 10 business days in which to request such a determination

Date

Requestor's signature

Address

Requestor's printed name

CITY USE ONLY

Date Received/Logged: _____

Deadline: _____

Date forwarded to Legal, if applicable _____

Date Released: _____

Employee releasing information: _____

Miscellaneous comments/instructions from Legal and/or City Secretary _____