



REQUEST FOR PUBLIC INFORMATION

214 Meadow Park Drive
 White Settlement, Texas 76108
 Email: aarnold@wstx.us

Please use this form to request records from the City of White Settlement (the "City"). In accordance with the Texas Public Information Act (the "Act"), the City will promptly (e.g. within a reasonable time) produce copies of the requested records (documents) to you unless the information is exempt from disclosure.

Please fill in all information:

Name: Phone:

Mailing Address: Email:

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE REQUESTED INFORMATION: (e.g. name of record requested, specific date of the record or time frame sought, etc.):

In making this request, I understand the City is under no obligation to create a document to satisfy my request or to comply with a standing/ ongoing request for information. I further understand that copies of the information will be released only in accordance with the Act, and the City reserves its right to seek an opinion from the Texas Attorney General with regard to the release of said information. Note: If an Attorney General's Opinion is sought by the City you will be notified in writing.

For completion by City only	Tracking No. _____
Date Received _____ Received By _____	Date of Completion _____
Assisting Department _____	Date Records Received _____
Necessary for Review by City Attorney: Y N	Date sent to City Attorney _____
Requires Ruling from Attorney General: Y N	Date sent to Attorney General _____
Date Records Released / Requestor notified _____	FEE DUE _____

By signing below I state that I have been provided access to / copies of the above described record(s)

Signature of Requestor : _____ Date _____