



110 N Reagan St  
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## PUBLIC RECORDS REQUEST FORM

Date Submitted: \_\_\_\_\_

I, \_\_\_\_\_, hereby request a copy of the following record(s):

List here, as specific as possible, the information you are seeking: documents, letters, memorandum, reports, etc. If you know the dates, report numbers, or titles, please list that information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check all that apply:

- view the documents at City Hall       paper copies of documents       documents to be emailed

**I understand that the information will be provided in accordance with the Public Information Act in Chapter 552 of the Texas Government Code (which allows up to a 10-day response period) and that a fee may be charged for the information (payable upon receipt of information).**

Signature of Requestor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### FOR OFFICE USE ONLY

Received By: \_\_\_\_\_ Date/Time Rec'd: \_\_\_\_\_

- Complete response as requested has been provided  
 Request denied because record(s) not subject to the Public Information Act  
 Request has been or will be submitted to the Texas Attorney General for an opinion  
 Information does not exist

Signature of City Official providing record(s): \_\_\_\_\_ Date: \_\_\_\_\_

Time Spent: \_\_\_\_\_ Staff Time/Labor: \_\_\_\_\_ X \$15.00 per hour \$ \_\_\_\_\_  
Copies: \_\_\_\_\_ X \$0.10 per copy \$ \_\_\_\_\_  
**TOTAL COST** \$ \_\_\_\_\_

Payment Information: CASH CHECK # \_\_\_\_\_ MONEY ORDER # \_\_\_\_\_

Receipt # \_\_\_\_\_ Received By: \_\_\_\_\_