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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: _____