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| For Office Use Only |
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**PUBLIC INFORMATION REQUEST FORM**

Public Information Act, Government Code Section 552.301 requires all public information requests to be made in writing.

Government Code Section 552.221(a); public information requests must be processed within ten (10) business days of their receipt, if documents are available.

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| Date Request Made: |  |
| Printed Name of Requestor: |  |
| Signature of Requestor: |  |
| Address of Requestor: |  |
| Phone Number: |  |
| E-mail address: |  |
| Items Requested: |  |
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| Fees: |  |
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Request Processed By: |  |
| Date Processed: |  |
| Received By: |  |