



# Public Records Request

Mr.      Ms.      First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
Company: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Cell or Other Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Suite/Apt.: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Preferred Delivery Method:      Copy      Electronic      Inspect

## General Information Request

Be specific: Include address and owner of property, file name or number, time period incident location and date, ect.

In accordance with the provisions of the Public Information Act, I hereby request copies of the following (please be specific)

Property Address is applicable: \_\_\_\_\_

## Waiver:

Texas Law gives the public the right to access records of governmental agencies, including those of the City of Texas City. State Law also provides that certain records are the exception to the law and are not available to the public (See Public Information Act). Request must be for information or records already in existence. The City of Texas City is happy to provide you with the records you are requesting and will do so promptly within our regular work schedule.

Do you give permission to redact (remove) any information that is confidential pursuant to the Attorney General's Public Information Act, Sections: 522.101: Judicial Decisions; 522.102: Employees' personal privacy; 522.117: employee address, telephone nos., Social Security Nos, personal family information; 522.1175: personal information of security officers; 522.130(a); Driver's License , Permit, Title, Registration, Personal ID; 522.137: email addresses when communicating electronically with governmental body.

Please select one:      Yes      No

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

If you need further assistance, please contact the City Secretary's Office at (409) 986-5591