



PUBLIC INFORMATION REQUEST FORM

All requests for Public Information can be submitted to the Development Service's window, emailed to therrera@palestine-tx.org, or faxed to (903) 731-8485.

In accordance with the Public Information Act, records will be provided within 10 business days unless considered confidential by law. If there is a question regarding confidentiality, a City Representative will contact you to discuss the request.

For information concerning the costs of public records, please visit the Texas Attorney General's website at <https://www.texasattorneygeneral.gov/og/charges-for-public-information>.

Name of Requestor: _____ Date of Request: _____

Address: _____

Email: _____

Phone: _____ Fax: _____

Description of the public records that you are requesting (Please be specific):

OFFICE USE ONLY

Personnel Responsible For Providing Documents: _____ Date Due: _____

Responding Department(s): Please complete the following and return to the City Secretary's Office.

The Open Records Request requires a response from the Personnel / Department(s) listed above.

Time spent on retrieving records:
Hours: _____ Minutes: _____

- Please respond to the requestor
- Send records to the City Secretary

Number of pages: _____
Amount to charge (if applicable): _____