



REQUEST FOR INFORMATION

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the City of La Vernia, Texas:

\*List information as specifically as possible, including name, dates and case numbers, if known.

Attach a separate sheet to this form if necessary.

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\_\_\_\_\_ I wish a copy of the requested information. I understand that I must pay ten cents per page for standard size page copies and six dollars for police reports. Information copied onto non-standard-size paper, cassette tapes or computer disks and photographs will require additional charge.

\_\_\_\_\_ I will pick up the copies. Please call me at \_\_\_\_\_ when they are ready.

\_\_\_\_\_ I do not want copies, but wish only to inspect the requested information. Please call me at \_\_\_\_\_ to schedule a time when the records will be available. *\*This is not an option for police reports.*

In making this request, I understand that the City of La Vernia is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand that the City of La Vernia has 10 business days in which to request such a determination.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requestor's signature

\_\_\_\_\_  
Requestor's printed name

**CITY USE ONLY**

Date received \_\_\_\_\_ Employee receiving information \_\_\_\_\_

Date forwarded to Legal, if applicable \_\_\_\_\_ Date released \_\_\_\_\_

Employee releasing information \_\_\_\_\_

Miscellaneous comments/Instructions from Legal and/or City Secretary \_\_\_\_\_