

**CITY OF SACHSE
PUBLIC INFORMATION REQUEST**

Deliver request to the City Secretary for processing.

DATE: _____

THE INFORMATION MAY OR MAY NOT BE AVAILABLE AT THE TIME REQUESTED OR MAY NOT BE AVAILABLE FOR PUBLIC INSPECTION. SHOULD THIS OCCUR, THE INFORMATION WILL BE RELEASED AT THE EARLIEST CONVENIENCE.

PERSON REQUESTING INFORMATION: _____

REPRESENTING FIRM OR COMPANY (if applicable): _____

ADDRESS: _____

PHONE & EMAIL _____

DESCRIPTION OF PUBLIC RECORD(S) BEING REQUESTED: *Be as specific as possible. Failure to provide specific information will result in the delay of fulfilling your request. Please provide all information you have concerning your request.*

SIGNATURE: _____

You may email, mail or fax this form to Leah Granger, Interim City Secretary, at lgranger@cityofsachse.com; 3815 Sachse Rd., Bldg B. Sachse, Texas 75048. Fax 972-530-0426

NOTE: The cost of copies for public information contained in any other format “shall be an amount that reasonably includes all costs related to reproducing the public information, including costs of materials, labor, and overhead.” Ref: 2012 Texas Open Records Act Handbook – Office of the Attorney General

STAFF USE ONLY: Received Date: _____ Initials: _____

1) Notified Ready to Pick Up/Date: _____ Time: _____ Initials: _____

2) Cost: \$ _____

3) Information Released & Costs Paid/Date: _____ Time: _____ Initials: _____