



# City of Terrell Hills

## Open Records Request

Pursuant to the Texas Public Information Act the following procedure is established to assist the public in obtaining copies of records that are considered public information. All requests must be in writing and each will be evaluated and either approved or disapproved depending on whether or not it is public information. If approved, the information will be available for release within one to seven days. If not approved, you will be notified within ten days.

Date of Request:	Request Received by:
Type of Record Requested <b>(a separate request is required for each record)</b>	
<input type="checkbox"/> Building Dept. <input type="checkbox"/> City Council <input type="checkbox"/> Fire Dept. <input type="checkbox"/> Police Dept.-Case # _____	
<input type="checkbox"/> Other-Specify _____	

Name of Requester:			
Complete Address:			
Phone No.	Home:	Work:	Cell:

Date of Incident:	Location of Incident:

Names of parties involved:

Other information that will help locate the records:

Request for record:  Approved  Not Approved

City Manager: \_\_\_\_\_

Chief of Police: \_\_\_\_\_

Fire Chief: \_\_\_\_\_

Requestor notified by:	Date notified:
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