



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 the 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 (a separate request is required for each record)	
<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 Requestor:			
Complete Address:			
Phone	Hm:	Wk:	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:
------------------------	----------------