



INFORMATION REQUEST FORM

All requests must be in writing and directed to the City Secretary, P.O. Box 7, Simonton, Texas, 77476, Email: info@simontontexas.gov (please type or print)

Requestor's Name: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: () _____

Detailed Description of Information Sought:

- (Check one) (a) _____ I request paper copies
(b) _____ I request digital copies emailed
(c) _____ I request only to view at City Hall
(d) _____ Other (please explain in detail)

(check if applies) _____ My request excludes any information that is deemed *privileged* and/or *confidential* by law.

Requestor Signature _____ **Date** _____

For completion by City only

Date Received _____ RFI I.D.# _____

- Disposition: (a) _____ provided the following information for viewing: _____
_____ (date)
(b) _____ provided copies of the following information: _____
\$ _____ (fees assessed) _____ (date)
(c) _____ sent to Attorney on _____ (date)
(d) _____ AG Opinion requested on _____ (date)
(e) _____ AG Opinion _____ (number) received on _____ (date)

Notes:

City Official Assigned: _____ (Signature)