



For Office Use Only:

Date: Received: _____

Date Due: _____

Received By: _____

Completed By: _____

Request for Public Information

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

Requestor's Name: _____

Mailing Address: _____

Email Address: _____

Telephone: _____

Detailed Description of Information

Requested: _____

How would you like to receive your records?

☐

Email/Digital

☐

Mail

☐

Pickup In Person

☐

*Please check this box if you agree to redaction of any information that is deemed
privileged and/or confidential by law.*

Requestor Signature: _____

Date: _____

