

**City of Grey Forest**

18502 Scenic Loop Rd.  
Grey Forest, Texas 78023  
210-695-3261

**REQUEST FOR PUBLIC INFORMATION**

PURSUANT TO THE TEXAS PUBLIC INFORMATION ACT, CHAPTER 552 OF THE TEXAS GOVERNMENT CODE, MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ACCESS GOVERNMENT RECORDS IN THE CUSTODY OF GOVERNMENTAL AGENCIES AND BODIES.

Date of Request: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Email Address: \_\_\_\_\_

Description of Information Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please select the manner in which you wish to view the requested information:

- I wish to physically inspect the requested information at the City offices.
- I wish to have paper copies made of the requested information.
- I wish to have copies sent electronically via provided email address.

Consent to Redaction of Certain Personal Information:

I consent to have social security numbers, driver's license numbers, home addresses, personal phone numbers and email addresses, and date(s) of birth redacted from the requested information. (Withholding consent may delay the processing of this request while the City seeks an opinion from the Office of the Attorney General regarding the release of this information.)

I understand that:

- 1) My request is limited to the information in existence at the time and on the day my request is received.
- 2) The City of Grey Forest will make a diligent effort to locate and promptly produce documents or other information responsive to a request but has no duty to create documents or other information to respond to a request.
- 3) Certain information held by the City may be confidential as a matter of law or may be excluded from public disclosure under the Public Information Act. When such information is requested, the City will seek an opinion from the Office of the Attorney General regarding disclosure of the requested information and the Requestor will be notified.
- 4) I may be charged for the costs to fulfill my request. If that is the case, I will be notified of any estimated costs before my request is finalized. I may then accept the charges, amend my request, or submit a written complaint of overcharges to the Office of the Attorney General.

\_\_\_\_\_  
Signature of Requestor

***For City Use Only***

Request Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Notes/Comments:

\_\_\_\_ INFORMATION IS IN ACTIVE FILE

\_\_\_\_ INFORMATION IS IN STORAGE AND WILL BE AVAILABLE BY:

\_\_\_\_\_

Date and time

Total Charges: \_\_\_\_\_

Date Request Completed: \_\_\_\_\_

\_\_\_\_\_  
Signature of City Secretary or Clerk