



CITY OF LIBERTY

REQUEST FOR INFORMATION UNDER THE TEXAS PUBLIC INFORMATION ACT

The Texas Public Information Act allows the public the right of access to government information. All persons who request information must do so in writing; submitting a written request that includes enough description and details of the information being requested, that will allow the governmental entity to accurately identify and locate the correct items. The request must be for records or information that already exists. The Public Information Act does not require a governmental entity to create new records, perform legal research or to answer questions. Requestors may inspect and/or obtain copies of records. Most government information is available under the Act, however, some exceptions do exist.

Requests for Public Information in writing protect the rights of the requestor as well as the rights of the government entity. Requests for Public Information are processed in the order they are received and the requestor will receive a response within ten business days.

Written requests submitted under the Texas Public Information Act may be submitted by mail to 1829 Sam Houston, Liberty, Texas 77575, by e-mail to citysecretary@cityofliberty.org or in person to:

April Gilliland
City Secretary/ Records Management Officer

Please Print

Requestor_____

Address_____ Phone Number_____

City_____ State_____ Zip Code_____

Describe in detail the information you are requesting. List specific dates, if possible. If this is not possible, please list beginning and ending dates.

Requestor Signature_____

INFORMATION

City of Liberty fees for providing copies of Public Information are those fees set forth in the Texas Administrative Code, Title 1, Part 3, Chapter 70.

Many requests are for standard size copies (8 ½ x11). Charge is \$0.10 per page. If a request is for more than 50 pages, clerical time and an overhead charge may be assessed.

FOR CITY USE ONLY

Date request was received _____

Date records were mailed to requestor _____

OR

Date records were picked up by requestor _____

Signature of person mailing, or handing, documents to requestor _____