

Received



Received Back from Legal

3519 Liberty Drive, Pearland, Texas 77581
Telephone: 281-652-1653 Fax: 281-652-1719

Received from Department

REQUEST FOR PUBLIC INFORMATION

Completed

In accordance with the provisions of the Public Information Act, I hereby request copies of the following:

NAME: (Please Print) _____ SIGNATURE: _____ DATE: _____

ADDRESS: _____

DAYTIME TELEPHONE NUMBER: _____

NOTE: The Public Information Act is very lenient in what it considers public information; however, the "Act" does not require nor does time permit this office to do general research, so please be very specific in your request. Due to time constraints and the routine day-to-day functions of our office, we may be unable to produce the record you have requested immediately. If such is the case, you will be notified by phone, or in writing of the time you may pick up your documentation and the cost for reproducing this information. (A fee schedule, which was adopted by the City Council listing charges for various services, is available for inspection upon request). While it is the intent of this office to furnish requested data in a straightforward manner, occasionally a requested item may not be considered a matter of public record. In these instances, we will seek the advice of our City Attorney, and you will be notified of a possible delay in processing your request. If I can be of any further assistance do not hesitate to contact my office at (281) 652-1653.

Young Lorfing, City Secretary

Attention: _____ Department _____ Email _____ Total # of Pages _____

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Date Sent: _____ Response Due By: _____ Date Information Received from Department: _____

If **additional time is needed** to produce the requested documentation or if the documents do not exist, please advise me by _____ (2 business days) when the documents will be ready so that I may notify the person requesting the documents.

Please Check One of the Following:

____ Documents as requested are attached. ____ Requested documents do not exist. ____ Documents do not exist in this department, may exist in _____ department.

Signature: _____ Title: _____ Date: _____

____ The documents requested are **not readily available** at this time; however, the documents will be available to the City Secretary's Office on _____, You may notify the requestor of that date.

Signature: _____ Title: _____ Date: _____

City Attorney Review: Yes/No	Attorney General: Yes / No	Letter Sent: _____
Date Submitted: _____	Date Returned from Attorney General: _____	<input type="checkbox"/> Extension
Date Returned: _____	Approved for Disclosure: _____	<input type="checkbox"/> Don't Exist
Approved for Disclosure _____		<input type="checkbox"/> Additional Information Needed
Comments:	Notified: _____	Reviewed By: _____
	No. of Pages/Amount _____ \$ _____	Approved for Disclosure: _____
	Picked Up: _____	