



## PUBLIC RECORDS REQUEST

**ALL REQUESTS MUST BE IN WRITING AND DIRECTED TO:  
CITY SECRETARY**

[publicrecordsrequest@inglesidetx.gov](mailto:publicrecordsrequest@inglesidetx.gov)

● 2671 San Angelo St. ● P.O. Drawer 400 ● Ingleside, T 78362 ● P (361)776-2517 ● F (361)776-1027

(PLEASE TYPE OR PRINT)

Requestor's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, and Zip: \_\_\_\_\_

Telephone and/or Fax: \_\_\_\_\_

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the City of Ingleside, Texas:

List information as specifically as possible; including name, dates and case numbers, if known. Attach a separate sheet to this form if necessary. \_\_\_\_\_

\_\_\_\_\_

**(Check one)**

- |   |  |
|---|--|
| a. <input type="checkbox"/> I request copies (Standard size paper \$ .10/pg.) | e. <input type="checkbox"/> I request copies CD (\$1.00 ea.) |
| b. <input type="checkbox"/> I request copies (Non-standard size \$ .15/pg.)   | f. <input type="checkbox"/> DVD (\$3.00 ea.)                 |
| c. <input type="checkbox"/> I request copies (Oversized paper \$ .05/pg.)     | g. <input type="checkbox"/> Other (please explain in detail) |
| d. <input type="checkbox"/> I request only to view at City Hall               |  |

In making this request, I understand that the city is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to a release. I further understand that the City has ten (10) business days in which to request such a determination.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY USE ONLY**

Employee receiving information: \_\_\_\_\_ Date received: \_\_\_\_\_

Date forwarded to Legal, if applicable: \_\_\_\_\_ Date released: \_\_\_\_\_

Employee releasing information: \_\_\_\_\_ Method released: \_\_\_\_\_

Miscellaneous comments/instructions from Legal and/or City Secretary: \_\_\_\_\_