

CITY OF BRIDGE CITY



REQUEST FOR INFORMATION

Pursuant to the Public Information Act, Texas Government Code, Section 5.52, I hereby submit a request for public information currently existing in the records of the City of Bridge City, Texas.

NAME OF REQUESTOR: _____ DATE: _____

REPRESENTING FIRM/COMPANY (IF APPLICABLE): _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

INFORMATION REQUESTED: (Please be as specific as possible)

SIGNATURE OF REQUESTOR

CITY USE ONLY

DATE REQUEST RECEIVED: _____ RFI ID#: _____

RECEIVED BY CUSTODIAN OF RECORDS: _____

ROUTED TO: _____

COMMENTS/INSTRUCTIONS: _____

REQUEST DUE BY: _____ (Please notify City Secretary if the request cannot be completed by the seventh business day.)

DATE FORWARDED TO CITY ATTORNEY, IF APPLICABLE: _____

ACTION BY STAFF: _____

COMPLETED INFORMATION RECEIVED: _____ BY: _____
(Date) (Initials)

ITEMIZATION OF CHARGES: _____

AMOUNT DUE: _____

REQUESTOR CONTACTED ON: _____ BY: _____
(Date) (Initials)