



**CITY OF HASLET
REQUEST FOR DISCLOSURE OF PUBLIC RECORDS**

ATTN: City Secretary's Office, 101 Main Street, Haslet, TX 76052

Phone (817) 439-5931 ext. 102 FAX: (817) 840-3952 Email: dbuchanan@haslet.org

In accordance with the Public Information Act, records will be provided within 10 business days unless considered confidential by law. Every effort is made to expedite all requests for disclosure of public records however, due to personnel demands and schedules, there are incidents when the disclosure of records may take the time allowed by law.

Requestor:		
Address:		
Email:		
Contact Phone #:		Fax #:

Under the Texas Public Information Act, Chapter 552 of the Government Code, I request the following information from the City of Haslet.

Mark one:

- Access to view the documents at City Hall. Copies (10 cents per page.)
- Email (Up to 50 pages of requested information) Fax (Up to 3 pages of requested information.)

Specify as clearly as possible the particular information sought. The request should allow the City of Haslet to understand what documents you seek. This may include the name of the document, time frame involved or the type of information. **NOTE:** A request of "Any and All Information" is **NOT** sufficient as a description and will delay the process.

My request does not include a request for any information that is customarily considered confidential. I approve, in advance, the redaction (black out) of any of the following if they appear in the document(s) which are responsive to this request:

- Personal identifiable information such as social security numbers, driver's license number, or vehicle identification numbers (VINs).
- Information regarding or related to minors.
- Information regarding or related to legal matters which involve the City of Haslet as a party in litigation.
- Information related to a case currently in the City of Haslet Municipal Court.
- The information as described below:

I understand that upon approval by the City Secretary these records will be made available to me promptly. I also understand there is a charge for copies of public records.

Requestor's Signature _____ Date _____

Date Received: _____ Received Via: _____ Received by: _____

Date Information was provided to Requestor: _____ Amount Due: _____