



City of Smyer

202 Lincoln
P.O. Box 203
Smyer, Texas 79367

An Equal Opportunity Provider of Municipal Services and Employer

City of Smyer Public Information Request Form

Please complete and return this form to: Office of the City Secretary

P.O. Box 203, Smyer, Texas 79367

Email: smyercity@crosswind.net

Requestors Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

E-Mail Address: _____

Are you requesting a COPY of the documents? _____ If so, please mark your delivery preference:

Email copies: _____ Pick up copies: _____

Are you requesting to REVIEW the documents? _____ If so, review takes place at Smyer City Hall, 202 Lincoln, Smyer, Texas. (appointment for inspection must be scheduled).

Detailed Description of Request:

Signature: _____ **Date:** _____

Note: Certain exceptions to the disclosure exist under the Texas Open Records Act to protect against the disclosure of confidential or privileged information.

NOTE: The City of Smyer will respond within ten business days to Public Information Act requests. The Public Information Act does not require the City of Smyer to create new information, perform legal research, or to answer questions. The request must ask for records or information already in existence. If the information requested is unclear or if a large amount of information is requested, you may be contacted to discuss clarifying or narrowing your request. **There may be charges associated with production of the requested information. You may find more information regarding the charges under the Public Information Act at <http://www.texasattorneygeneral.gov/opengovernment/governmental-bodies/charges-public-information>. You will be notified of the estimated cost prior to production.**

Office Use Only:

Copies picked up by: _____ Date: _____