



CITY OF HORSESHOE BAY



OPEN RECORDS REQUEST

To: **Teresa L. Moore, City Secretary, phone 830-598-9943, fax 830-598-8744, email tmoore@horseshoe-bay-tx.gov**, City Hall #1 Community Drive, Horseshoe Bay, TX

Date/Time Received: _____

The City of Horseshoe Bay makes the records of the City available to the public. In order to avoid adversely impacting the work schedule of the employees, we respectfully request that you complete this form, pursuant to Section 552.221(d) to allow the City time prescribed in the Public Information Act to generate the requested information. The information will be made available within a reasonable time or you will receive a written schedule of a delivery date. In the event that the cost of producing the copies will exceed \$40.00, you will be provided with an itemization of costs before the copies are produced. If any record you requested requires that the City seek an Attorney General's determination of whether it may be released, you will be notified in the manner required by the Public Information Act.

Please be specific in your request. Date requested: _____

Information requested:

Signature of Requestor

Printed Name of Requestor

Address of Requestor

Phone Number of Requestor

Completed by:

Information Received by:

City of Horseshoe Bay Employee

Signature

Date/Time Completed

Date/Time Received