

Sample

City of Emerald INFORMATION REQUEST FORM

All requests must be in writing and directed to the City Manager, 321 N. Yellow Brick Road,
Emerald, Texas, 79666, Fax:(800) 987-6543, Email: wizard@ci.emerald.tx.us
(please type or print)

Requestor's Name: _____

Mailing Address, _____

City, State, Zip: _____

Telephone: () _____

Detailed Description of Information Sought:

- (Check one) (a) _____ I request paper copies
 (b) _____ I request digital copies on diskette (when available)
 (c) _____ I request only to view at City Hall
 (d) _____ Other (please explain in detail)

For completion by City only

Date Received _____ I.D.# _____

Disposition: (a) _____ provided the following information for viewing: _____

\$ _____ (fees assessed) _____ (date)

(b) _____ provided copies of the following information: _____

\$ _____ (fees assessed) _____ (date)

(c) _____ sent to Attorney on _____ (date)

(d) _____ AG Opinion requested on _____ (date)

(e) _____ AG Opinion _____ (number) received on _____ (date)

Notes: _____

City Official Assigned: _____ (signature)