

**CITY OF HEDWIG VILLAGE  
REQUEST FOR PUBLIC  
RECORDS  
UNDER THE TEXAS PUBLIC INFORMATION ACT**

All requests must be in writing and presented to the City Administrator at Hedwig Village City Hall, 955 Piney Print Road, Hedwig Village, TX 77024, Fax. 713-465-6807, E-mail - Kjohnson@hedwigtx.gov.

PLEASE PRINT OR TYPE

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Information requested under the Texas Open Records Act, Texas Government Code, Chapter 552.  
(PLEASE BE SPECIFIC, OR CLARIFICATION WILL BE REQUIRED.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**CHECK ONE**

- \_\_\_\_\_ Paper copies
- \_\_\_\_\_ Digital copies via email
- \_\_\_\_\_ View at City Hall or Police Department
- \_\_\_\_\_ Fax to \_\_\_\_\_

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FOR CITY USE ONLY

Date received by City Administrator: \_\_\_\_\_

Disposition

- a) \_\_\_\_\_ Provided the following information for viewing:  
\_\_\_\_\_  
\_\_\_\_\_
- b) \_\_\_\_\_ Data review to decide if estimate necessary
- c) \_\_\_\_\_ Estimate Provided: Date: \_\_\_\_\_
- d) \_\_\_\_\_ Estimate Response Due Date: \_\_\_\_\_
- e) \_\_\_\_\_ Requestor Notified Date: \_\_\_\_\_
- f) \_\_\_\_\_ Provided copies, number of pages \_\_\_\_\_, cost of copies \_\_\_\_\_,  
Date: \_\_\_\_\_, number of hours \_\_\_\_\_, labor costs \_\_\_\_\_,  
Total Cost \$: \_\_\_\_\_
- g) \_\_\_\_\_ Sent to City Attorney of \_\_\_\_\_
- h) \_\_\_\_\_ AG Opinion requested on \_\_\_\_\_