Request for Information

Instructions:

To request copies of records, or to request the opportunity to view records of the City of Angleton, complete this form and submit it to the City Secretary. Please be specific when describing the record. Also include your name, address, and telephone number so that we may contact you.

Description of Record:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Cost of Copies:

Charges are calculated in accordance with General Services Commission provisions. Standard paper copies are $.10 per page for requests totaling 50 or less. If the request results in more than 50 copies or the record is located in more than one building or is located in a remote storage facility, a $15/hour personnel fee and a 20% overhead fee will be added.

Signature of Requestor

Printed Name

Address

City State Zip

Telephone number(s)

In accordance with the Public Information Act, records will be provided within 10 working days, unless considered confidential by law. If there is a question, a city representative will contact you to clarify your request.