



512-261-6281
Villageofthehills.org

102 Trophy Drive
The Hills, TX 78738

REQUEST FOR INFORMATION

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the Village of The Hills, Texas:

Description of Public Records being requested (be as specific as possible):

I would like a copy of the requested information. I understand that I must pay ten (10) cents per Page for standard size paper copies. Information copied onto nonstandard-size paper, cassette tapes or computer disks and photographs will require additional charges. (Fee schedule attached)

I will pick up the copies. Please call me at _____ when they are ready.

Please bill be and mail the copies to _____
I understand that postage and shipping will be added to the charge of the copies.

I do not want copies, but wish to inspect the requested information Please call me at _____
To schedule a time when the records will be available.

In making this request I understand that the City is under no obligation to create a document to satisfy or to comply with a standing request for information. I further understand that the information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to a release. I further understand that the City has ten (10) business days in which to request such a determination.

Requester Name _____ Address _____

E-Mail _____ Telephone _____

Signature _____ Date _____

CITY USE ONLY

Date/Time Received _____ Receiving Employee _____ Date sent to Legal, if applicable _____

Date Released _____ Fee Paid _____ Comments/instructions _____