



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):

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☐ 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 \_\_\_\_\_