

City of Waco Public Information Request

Date: _____

City of Waco
P.O. Box 2570
Waco, Texas 76702-2570

Dear Custodian of Records for the City of Waco:

This request is made under the Texas Public Information Act, Chapter 552 of the Texas Government Code, which guarantees the public access to public information in the custody of governmental bodies. In accordance with Section 552.221 of the Act, which requires that the custodian of records promptly produce such information for inspection, duplication, or both, in the offices of the governmental body, I respectfully request the following information:

(List here as specifically as possible the information you are seeking: documents, letters, memorandum, reports, etc. If you know the dates, report numbers, or titles, please list that information. NOTE: Social security numbers must be provided on requests involving personnel records.)

- (Check one)
- (a) _____ I request paper copies.
 - (b) _____ I request digital copies on diskette or compact disc (when available).
 - (c) _____ I request only to view.
 - (d) _____ I would like to pick up my information, please call the number below.
 - (e) _____ Other (please explain in detail in the following space provided)

Signature: _____

Please **PRINT** the following information and fill in completely.

Name: _____

Mailing Address: _____

City, State & Zip Code: _____

Phone Number: (____) _____