

REQUEST FOR PUBLIC RECORDS

3219 California Pkwy, Forest Hill, TX 76119
Phone: (817) 568-3000 Fax: (817) 568-3049



By submission of this form, you are requesting the information stated below. Understand that some documents or portions thereof, are subject to non-disclosure under Chapter 552 of the Texas Government Code, Public Information Act and/or other state and federal laws. **Applicable charges will apply.**

Confidential information cannot be released and items may be redacted (removed), if applicable. After reviewing your request, if the City of Forest Hill believes that the items responsive to your request contain additional confidential information, an opinion will be sought from the Office of the Texas Attorney General.

Date: _____

Requested by: _____

Name: _____

Phone Number: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Description of Public Records Requested: _____

OFFICE USE ONLY

_____ Records Immediately Available

_____ Reviewed in Office

_____ Duplicate Provided

_____ Record in Storage

_____ Request for Record Denied

_____ Discussed w/City Manager

_____ Discussed w/City Attorney

_____ Consider Exception to Disclosure

Staff Comments: _____

I hereby certify that I have received or have not received the records requested.
(Please check the applicable box.)

Name: _____ Date: _____