

REQUEST FOR PUBLIC RECORDS

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



Date: _____

Requested by: _____

Name: _____

Phone Number: _____

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: _____