

**CITY OF THE COLONY
REQUEST FOR PUBLIC INFORMATION**

PLEASE PRINT ALL INFORMATION

Every effort is made to expedite all requests for disclosure of public information; however, due to personnel demands and schedules, there are incidents when the disclosure of information may take the time allowed by law.

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

1. REVIEW OF PUBLIC INFORMATION

I hereby request the following City of The Colony information be made available to me for review:

2. REQUEST FOR COPIES OF PUBLIC INFORMATION

I hereby request copies of the following City of The Colony public information:

I understand there is a charge for copies of public information as per City of The Colony policy. Further, I understand that if the estimated cost of producing the information I have requested is \$100.00 or more, I may be required to pay a deposit, not to exceed the estimated actual cost.

Date of Request

Signature of Requestor

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Date Received: _____ **By:** _____

Staff Comments: _____

Information provided by: _____

Date Disclosed to Requestor: _____

Total Cost:

\$ _____