

CITY OF BRIDGE CITY



REQUEST FOR INFORMATION

Pursuant to the Public Information Act, Texas Government Code, Section 5.52, I hereby submit a request for public information currently existing in the records of the City of Bridge City, Texas.

NAME OF REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

REPRESENTING FIRM/COMPANY (IF APPLICABLE): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

INFORMATION REQUESTED: (Please be as specific as possible)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF REQUESTOR

CITY USE ONLY

DATE REQUEST RECEIVED: \_\_\_\_\_ RFI ID#: \_\_\_\_\_

RECEIVED BY CUSTODIAN OF RECORDS: \_\_\_\_\_

ROUTED TO: \_\_\_\_\_

COMMENTS/INSTRUCTIONS: \_\_\_\_\_

REQUEST DUE BY: \_\_\_\_\_ (Please notify City Secretary if the request cannot be completed by the seventh business day.)

DATE FORWARDED TO CITY ATTORNEY, IF APPLICABLE: \_\_\_\_\_

ACTION BY STAFF: \_\_\_\_\_

COMPLETED INFORMATION RECEIVED: \_\_\_\_\_ BY: \_\_\_\_\_  
(Date) (Initials)

ITEMIZATION OF CHARGES: \_\_\_\_\_

AMOUNT DUE: \_\_\_\_\_

REQUESTOR CONTACTED ON: \_\_\_\_\_ BY: \_\_\_\_\_  
(Date) (Initials)