

**CITY OF MADISONVILLE
PUBLIC INFORMATION REQUEST**

Date _____

Requestor Identification (Please type or print neatly):

Name: _____

Mailing Address: _____
City State Zip

Phone Number(s): (____) _____ (____) _____

Description of Information Requested (Please be as specific as possible----- Attach additional sheets if necessary):

I understand my rights according to the Texas Public Information Act. I also understand that there may be charges for the records and that payment must be made before I obtain the records requested.

Check the line to indicate your choice:

_____ I want to come by City Hall and pick it up

_____ I want a copy of the information sent to me via:

_____ Regular mail to the address shown above;

_____ Faxed to _____

_____ Requestor Signature

The City of Madisonville, as a governmental body, is subject to the Public Information Act, Chapter 552 Government Code, which guarantees the public access to public information in custody of governmental bodies with few exceptions. The law requires the City to allow the public access to any documents, letters, memoranda, reports, etc. unless law excepts them. The law also requires the City to request from the Texas Attorney General, a decision as to whether the information may be withheld, if there has been no previous determination that the information falls into one of excepted categories. The City must request an Attorney General's decision within ten (10) business days of receiving the request for information of the information is presumed public. The Public Information Request Procedure is not intended to hamper the free flow of information between the City and the general public. The procedure's sole intent is to centralize the processing of open records requests so as to better monitor the City's compliance with the Public Information Act.

FOR CITY OF MADISONVILLE USE ONLY

Received by: Mail Fax Email In Person Date Received: _____ ORR No. Assigned: _____

Responsible Department: _____

Released By: Mail Fax Email In Person Date Released: _____ Released By: _____

Special Notes: _____

*Please send the completed form to: City of Madisonville, 210 W. Cottonwood, Madisonville, Texas 77864.
Attn: City Secretary's Office; Phone: 936-348-2748; Fax : 936-348-3815.*