



City of Piney Point Village

7676 Woodway Dr, Suite 300

Houston, Texas 77063

Phone: (713) 782-0271 / Fax: (713) 782-0281

cityhall@pineypt.org

REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

Please print all information.

Name: _____
 First Middle Last

Address: _____
 Street City State Zip Code

Home Phone: _____ Cell Phone: _____

E-Mail: _____

Print Name and Description of Requested Record(s):

 Signature of Applicant

 Date

State how you would like us to provide the requested record(s). Circle one of the following:

- 1) I would like to view this information at City Hall only. I do not need copies of these documents. I understand there is no charge for viewing documents unless the documents are retrieved from off-site.
- 2) Prepare copies of the documents requested. I agree to pay all applicable charges.
- 3) If possible, e-mail me the documents. (Note: Most documents are not yet available electronically)

PER GOVERNMENT CODE, CHAPTER 552, the city must respond no later than the 10th business day after receiving the written request.

Date Received: _____ Date Due: _____

OFFICE USE ONLY

Necessary for Review by City Attorney: Yes _____ No _____

Comments and Ruling by City Attorney: _____

Date Disclosed: _____ Released By: _____ Fee: _____

INFORMATION DENIED:

Under the Open Records Act and Public Information Act, there are a number of exceptions to the requirement that the public be granted access to any information maintained by a governmental body. Contact our office for more information.