



City of Granite Shoals, Texas
2221 N. Phillips Ranch Road
Granite Shoals, Texas 78654
City Secretary Office # 830-598-2424 x701
City Secretary Fax # 830-598-6538
'citysecretary@graniteshoals.org'

CITY OF GRANITE SHOALS PUBLIC INFORMATION REQUEST FORM

NAME: _____ DATE: _____

REPRESENTING FIRM/COMPANY: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

INFORMATION REQUESTED: (In order for us to complete your request, it should be as specific as possible, dates, locations, names, case numbers, report name and/or other detail will help expedite your request.)

Is this a request for audio / video data under Texas Senate Bill 158, Regular Session, Texas 2015 If Yes, see back of form

PLEASE INDICATE WHAT YOU WOULD LIKE TO DO:

VIEW THE INFORMATION REQUESTED RECEIVE COPIES OF THE INFORMATION

SIGNATURE: _____

OFFICE USE ONLY

ROUTED TO: City Secretary DEPARTMENT: Administration

ROUTED TO: _____ DEPARTMENT: _____

(Routine requests should be completed promptly, without delay. Notify the City Secretary and City Manager if the request cannot be completed by the seventh business day.)

REQUEST COMPLETED AND REQUESTOR CONTACTED ON: _____ BY: _____
(DATE) (INITIALS)

SENT TO CITY ATTORNEY: _____ SENT TO ATTORNEY GENERAL: _____

AMOUNT DUE: _____ RECEIPT NUMBER: _____

Please sign below to acknowledge receipt of responsive documents:

INFORMATION RECEIVED ON _____, 20__, BY _____