



City of Clear Lake Shores

1006 South Shore Drive Clear Lake Shores, Texas 77565
Phone: 281-334-2799 Fax: 281-334-2866
www.clearlakeshores-tx.gov

REQUEST FOR INFORMATION

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the City of Clear Lake Shores, Texas:

List information as specifically as possible, including name, dates and case numbers, if known.
Attach a separate sheet to this form if necessary.

_____ I wish for a copy of the requested information. I understand that I must pay .10 cents per (\$0.10) per page for standard size paper copies. Information copied onto nonstandard-size paper, cassette tapes or computer disks and photographs will require additional charges.

_____ I will pick up the copies. Please call me at _____ when they are ready.

_____ Please bill me and mail the copies to _____
I understand that postage and shipping will be added to the charge for the copies.

_____ I do not want copies, but wish to inspect the requested information. Please call me at _____ to schedule a time when records will be available.

In making this request I understand that the City of Clear Lake Shores is under no obligation to create a document to satisfy my request or to comply with a standing request for information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand that the City of Clear Lake Shores has 10 business days in which to request such a determination.

_____ Date

_____ Requestor's Signature

_____ Requestor's Printed Name

CITY USE ONLY

Date Received _____

Employee Receiving Information _____

Date Forwarded to Legal, if Applicable _____

Date Released _____

Employee Releasing Information _____

Miscellaneous comments/instructions from Legal and/or City Secretary _____
