



City of Ingram

Texas Public Information Act Request

Requestor's Name: _____

Date: _____

Mailing Address: _____

Phone: _____

Email Address: _____

This is a request under the **Texas Public Information Act**, Chapter 552 of the Government Code (formerly V.T.C.S. article 6252) as well as Article I, Sec. 8 of the Texas Constitution, the First Amendment to the United States Constitution, the common law of the State of Texas and any statute providing for public access to government information. I hereby request the following information currently existing in the records of the City of Ingram, Texas: (Provide detailed information about what type(s) of information and/or documents you want to receive)

I **wish to receive copies** of the requested information. I understand that I must pay 10¢ per page for standard size copies and that a charge for labor may be included for larger requests. Information copied onto non-standard size paper, cassette tapes, computer disc, photographs and other medium will require additional charges. All charges must be paid at the time of delivery. An estimate of the charges will be provided to me in advance.

I will pick up the copies. When the information is ready, you can notify me by:

Email or letter via postal service or other _____

I **do not** want copies, but wish to inspect the originals of the requested information. Please notify me with information on when they will be available for inspection and/or how to schedule an appointment with the appropriate officer. I reserve the right to request copies after inspecting the originals and understand that an estimate of the charges will be provided to me in advance. Please notify me of this information by:

Email or letter via postal service or other _____

In making this request, I understand that the City of Ingram is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released 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 Ingram has ten (10) business days in which to request such a determination and/or to comply with this request.

Requestor Signature

Deliver this completed form to the appropriate the City of Ingram Elected Official or Department Head. For general questions on where to submit your public information request, please contact the City of Ingram at 830-367-5115. Frequently asked questions and Statutes for Public Information Act Requests can be viewed on the Attorney General's website under the [Open Government tab](#).