



## REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

Please use this form to request records from the City of Kenedy. Every effort is made to expedite all requests for disclosure of public records; however, due to personnel demands and schedules, there are incidents when the disclosure of records may take the full amount of time allowed by law.

### PLEASE PRINT ALL INFORMATION

NAME:		PHONE:
MAILING ADDRESS:		
CITY:	STATE:	ZIP:

To avoid delays in responding, be specific with your request and include names, addresses, inclusive of dates, times and places. Please complete the form below, incomplete requests cannot be filled properly.

### DETAILED DESCRIPTION OF REQUESTED RECORD(S):


- (CHECK ONE)**      (A) \_\_\_\_\_ I request paper copies (.10 per page and \$15.00 per hour over 50 copies)  
**\*\*REQUIRED\*\***      (B) \_\_\_\_\_ I request only to view at City Hall  
                               (C) \_\_\_\_\_ Other – Please explain in detail below (add additional pages if necessary)

\*Standard fees & other charges may apply according to Texas Administrative Code Title 1, Part 3, Chapter 70, Rule 70.3

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SIGNATURE OF REQUESTOR

<b>TO BE COMPLETED BY THE CITY</b>
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DATE RECEIVED: \_\_\_\_\_ EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE DISCLOSED TO REQUESTOR: \_\_\_\_\_ RELEASED BY: \_\_\_\_\_

FEE DUE: \_\_\_\_\_ COPIES \_\_\_\_\_ HOUR(S) \$ \_\_\_\_\_ ADD CHARGES \$ \_\_\_\_\_ TOTAL