



CITY OF OVERTON, TEXAS – REQUEST FOR INFORMATION

★1200 S. Commerce St. ★ Overton, TX 75684 ★ Phone: 903-834-3171★

I, the undersigned, hereby request the custodian of the following described public records of the City of Overton, Texas, to promptly produce said records in accordance with the Texas Public Information Act. I understand there may be charges assessed for duplication and I understand that prepayment prior to preparation of the requested copies may be required. If the City determines that compiling or photocopying the requested documents/records will exceed \$40.00 in charges, a written estimate of charges will automatically be generated and provided to the requestor. I understand that I must respond to the estimate of charges within ten (10) days, in writing, and inform the City whether I will accept the charges or my request for information will be deemed withdrawn.

CHECK ONE:

- CITY/ADMINISTRATIVE RECORDS REQUESTED POLICE DEPARTMENT RECORDS REQUESTED

PLEASE PRINT ALL INFORMATION:

| | | | |
|--------------------|----------------|------------------|-----------|
| Name of Requestor: | | Date of request: | |
| Address: | City: | State: | Zip code: |
| Daytime phone: | Email address: | | |

PLEASE LIST ALL DOCUMENTS THAT YOU ARE REQUESTING. Be specific regarding the description of information requested and if applicable include names, dates, and time period. For Police Department requests, list all known information such as case number, name of person(s) involved, location, time of incident, description of vehicle(s) involved and type of offense or incident.

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CHECK ONE REGARDING RETURN FORMAT OF RECORDS :

- E-mail documents (IF POSSIBLE) Pick up Police Department Records Pick up City Records at City Hall
 I request only to view documents at City Hall Other _____

In making this request, I understand that the City is under no obligation to create a document to satisfy my request or to comply with a standing/ongoing request for information. I further understand that copies of the information will be released only in accordance with the Texas Public Information Act (Texas Government Code, Chapter 552), and the City reserves its right to seek an opinion from the Texas Attorney General with regard to the release of said information, If an Attorney General’s opinion is sought by the City, you will be notified.

Signature of Requestor: _____

SUBMIT REQUESTS TO:

Laurie Kaczmarek, City Secretary lkaczmarek@cityofoverton.com or Fax: 903-834-3174
1200 S. Commerce St., Overton, Texas 75684 Record request questions: 903-834-3171



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FOR OFFICIAL USE:

Date Received: _____ **Received By:** _____

Responsible Department(s): _____

Response Records Received from Department: _____

Date Disclosed to Requestor: _____ **Fees:** _____

Necessary for Review by City Attorney: Yes _____ No _____

Date Sent to City Attorney: _____

Requires Ruling from Attorney General: Yes _____ No _____

Date Sent to Attorney General: _____

Comments:
